

FEDERATION INTERNATIONALE DE L'AUTOMOBILE

FIA Rally Observers Guidelines

FOR

REGIONAL CHAMPIONSHIP RALLIES



2013

For report forms with allocations of points

SUBJECT	No. of evaluations available					Score	Coeff.	Total points
	No. of evaluations made							
	5	4	3	2	1			
1. General Organization	43	43	47	47	47		1.5	
2. Itinerary – Infrastructure	42	42	48	48	48		1.5	
3. Documents – Printed Matter	15	15	30	30	30		1.0	
4. Safety	39	39	43	43	43		2.5	
5. Media	17	17	17	17	17		1.0	
6. Technical	19	19	22	22	22		1.5	
Totals								
Total points score								

1. ORGANISATION

1.1. General organisation

1.1.1. General assistance provided to teams, crews and FIA officials and others by the organisation before and during the event

Observers should question team managers, crews and other FIA officials to gauge the extent of the assistance provided or granted when asked for. The provision of relevant information in due time together with necessary paperwork should be checked. Generally an overview of the attitude of the event organization should be established both before and during the rally.

~~1.1.3. General assistance provided during the event to teams, crews, FIA officials etc.~~

~~Obtain an overview of the attitude and the capability of the event management to provide extra assistance or information when requested, perhaps at short notice, during the running of the rally.~~

1.1.4. Official Notice Board – well sited, large enough, material displayed in due time

Examine the official notice board to verify that it was prominently located in a central position within easy access of all persons concerned. Check that it was large enough to accommodate all paperwork that was likely to be affixed to it, that only relevant papers were actually attached such as bulletins, start lists, stewards' decisions etc. Also the final results should be posted on the ONB. A Virtual Notice Board must be considered as an extra.

1.3. Promotion

1.3.1. Pre-event promotion and media coverage

Evaluate the extent and variety of promotion that was done before the rally in terms of publicizing the event, attracting international and national classified drivers, spectators and media interest etc. This should be considered in relationship to the size of the country and the region in which the rally took place.

1.3.2. Promotion and media coverage during the event

Assess the extent of media coverage and other means of promoting the rally while it was in progress as well as the amount of information provided to the public. This should be considered in relationship to the size of the country and the region in which the rally took place. Were there live transmissions in TV or radio? A radio station offering results of the rally regularly would be the standard. Live coverage radio stations or TV programs during the rally would be considered as an extra.

1.3.5. Popularity and reputation of the event

Ascertain the level of popularity by checking the extent of public and media interest during the rally, spectator attendance and also by its record and reputation built up in the past. Also this must be assessed by interrogation of several crews at different levels.

1.3.6. Popularity of the event with the crews

This must be assessed by interrogation of several crews at different levels.

1.3.6. Official rally website

Check the content of the website. A basic website should contain useful information for spectators, competitors, officials and press. It is expected that a dedicated section will be in operation to provide comprehensive and rapid information on all aspects of the event, assess the efficiency of this operation and the speed of production. Efforts made by the event organization in this regard should be looked at in the light of the overall quality of the rally.

1.4. Headquarters

1.4.1. Suitability of the location of the Rally HQ, ease of access from other locations. Convenient and dedicated car parking for senior officials near the Rally HQ

Assess the location of the HQ venue in terms of its position and access convenience from the hotels used by the major teams and event officials, distance to Service Parc, Parc Fermé, Scrutineering, Start/Finish, etc. Verify that sufficient car parking had been reserved and was actually available conveniently close to the rally HQ. Dedicated car parking spaces for senior personnel and FIA officials should be provided and if so was there some form of control to ensure that it was not misused by others.

~~1.4.5. Convenient and dedicated car parking for senior officials near the rally HQ~~

~~Verify that sufficient car parking had been reserved and was actually available conveniently close to the rally HQ. Dedicated car parking spaces for senior personnel and FIA officials should be provided and if so was there some form of control to ensure that it was not misused by others.~~

1.4.7. Help desk provided for the teams and general public

Team personnel should have access to a special department or person that can deal with any requests or requirements before, during and after the rally; observers should ascertain if this was provided. This should be in addition to the CRO who will be available during the event. In addition consider if there was easy access for the public to obtain information, the extent of information, printed matter and maps that were available for distribution as well as the general service provided to the public.

~~1.4.9. Public information facilities, efficiency and service~~

~~Examine this aspect in terms of easy access for the public to obtain information, the extent of information, printed matter and maps that were available for distribution as well as the general service provided to the public.~~

1.5. Timekeeping & Results (* 1.5 + 1.6)

1.5.1. Equipment at the TCs

Assess the degree of sophistication of the timing equipment which may vary from simple clocks to digital timers with automatic transmission of times to the Results Centre. Was a backup watch available? Were there big clocks visible from the yellow sign?

1.5.2. Equipment at the SS starts, system used (automatic/manually activated)

Same as 1.5.1. Also check the actual method used to signal start times to the crews, such as large digital or analogue timing displays, light signals etc.

1.5.3. System used to detect jump starts

Examine the method to detect jump-starts such as photocell, infrared detection equipment etc. and evaluate how well it worked. Was the distance from start line to beam consistent and was the the printout connected to the watch?

1.5.5. Competence, experience, sufficient number and performance of the timekeepers

Assess the experience and the competence of the timekeepers at the start and finish of SSs. Check to see that there were a minimum of two timekeepers in position at all timing points for SSs and they each had clearly defined duties – one to operate the main timing system and one to operate the back-up and to assist in any other appropriate manner. Auxiliary manpower for other duties or assistants to the timekeepers must be considered.

1.5.6. Position of timekeepers

Verify that all timekeepers were correctly positioned exactly in line with the start and the finish lines of SSs.

1.5.7. Synchronization of the clocks and accuracy with official time at various locations

Make periodical checks to verify that all clocks used at the same location were correctly synchronized with each other and official rally time (as specified in the regulations).

1.5.11. Publication of the printed SS times, speed, distribution

Assess the speed that printed SS times were made available and if partial stage times were provided to give e. g. the media a fast overview of the actual leaders or if times were only available after the completion of the SS. Examine methods in use to distribute information to various areas such as the media centre, public information outlets at rally HQ, SP, etc. Check if the official website had a live results section or a link to an external results website. Check if the results were immediately updated during the Special Stages running and how easy it was to use.

1.5.12. Distribution of unofficial times on the route

Check to verify if any results were available and/or distributed at STOPs, on the route, in regroupings and at SPs. Also verify how efficient was the receipt and distribution of results and stage times at any satellite media centre. (Minimum stage time display boards at every Stop and distribution in every Regrouping or SP)

1.5.13. Speed of publication of partial classifications at the end of each Section/Leg

The times for publication of partial classifications on the Official Notice Board at the end of each Leg are stated in the event timetable, check if these were met or bettered.

1.7. FIA Requirements

1.7.1. Documentation, passes and all paperwork provided by the organisation in due time

The event Regulations and, if there is one, the Safety Plan of the Super Special Stage should be sent to the observer well ahead of the rally and all other paperwork should be supplied to him immediately upon arrival at the event venue. Passes should be provided by the organisation and must allow for free passage into all areas of the event, even those where normal restrictions may apply.

1.8.2. Passes and identification stickers provided for free passage

~~These should be provided by the organization and must allow for free passage into all areas of the event, even those where normal restrictions may apply.~~

1.7.3. Vehicle provided for the FIA observer, appropriate for the conditions, equipped with a calibrated trip meter, GPS, rally radio, driver available

The vehicle must be such that it is both reliable, fast enough to keep pace with the event, have 4x4 wheel drive capability and heavy duty suspension for rallies run over rough terrain. It should be supplied with all identification stickers (especially "FIA Observer" on the windscreen and doors), passes in place and fully fuelled. A calibrated trip meter or GPS trip meter should be provided in order that Road Book distances can be checked as well as to verify coordinates provided to crews in the road book. A rally radio is also necessary even in countries where all rally radio traffic may be in a language not understood by the observer and where cellular telephone coverage is complete. A driver must be available if the observer announced the need for a driver to the organizer but observers are free to make use of this service or to drive themselves. If a driver is required, check that he is familiar with the route and that he speaks English or that a translator is available to travel with the observer. ~~Also note if there was a valetting and refueling service available each night for the observer vehicle.~~

2. ITINERARY - INFRASTRUCTURE

2.1. Start and Finish (2.1 + 2.2)

2.1.2. Suitability of the location(s)

Start and Finish location(s) should be chosen giving consideration to the importance of the place, spectator access, parking possibilities etc.

2.1.2. Flags of FIA and competing nations plus FIA RRC logo displayed. National flags of winning crews and manufacturer plus national anthems at Finish

Check that the flags of all competitor nations were flown together at or near the start area. The FIA flag should be displayed in a prominent location next to the national flag of the host country. The appropriate championship logo should be displayed on the start arch or in another prominent location so as to be conspicuous. At the finish the flags should be raised on special flag poles placed together close to the finish ramp and the podium. For regional championships without a manufacturer category there is no requirement to display the winning manufacturer flag. Note, in some countries there is a law forbidding showing national flags after sunset. Check that the correct anthems were played. For regional championships without a manufacturers' category it is not necessary to play the second anthem.

2.2. Road Sections (Liaisons)

2.2.1. Lengths of Road Sections between SSs and their proximity to the Service Park

Bearing in mind the overall orientation of the rally in relation to the main base and the Service Parks, give an assessment of the relationship between road section distance and the SSs. Bear in mind that groups of SSs are frequently in close proximity to each other with relatively long liaison sections linking them or reaching them and returning from them to the SPs. Examine the locations of the SPs in relations to the overall layout of the Leg. These aspects should be studied in the light of the route topography the available roads and other considerations etc. Consider if an alternative location for the SP, if one existed, would have reduced such distances and improved the flow of the event.

2.2.2. Ease of passage through built-up areas, average speeds

The shortest route through a built-up area may not be the most convenient. Examine the thought given to route planning through towns and villages and note the extent of police traffic control that is provided to assist in the rapid passage of rally traffic. Look at the possible problems that could be created by spectator traffic moving from one group of SSs to another in relation to traffic congestion and hindrance to rally traffic flow. Ask some drivers and determine if the average speeds are suitable; neither too high or too low.

2.2.3. Rhythm of the event

Look at the general flow of the rally and examine if there were any interruptions to the smooth movement of the rally along the route in relation to servicing requirements and visits to the SSs, especially if they were repeated in the same Leg. Most competitors like it if the rally starts with a shorter "warm-up" SS. The Special Stages on day 1 should be shorter, since the competitors are not in a seeded order as on day 2, so the longest SSs should be on day 2.

2.3. Special Stages

2.3.1. Sporting interest and length and challenge

Observers must drive through a selection of SSs in order to gauge the general quality, challenge and competitiveness of the routes. Consider if the SSs were either too fast, too slow, too rough, or too smooth and/or fast for asphalt events. Look for a good balance to thoroughly test the crews and the rally cars. The SSs should have a certain variety and not all too similar in character.

The lengths of the SSs are often related to the topography of the area in which the rally is located. Abnormally short SSs (less than 10kms.) require heavy manpower and logistical involvement and this should be taken into account when assessing the subject. Conversely, several abnormally long SSs (more than 30-40 km.) may make life difficult for crews in terms of tyre wear, fuel consumption and crew exhaustion etc.

2.3.2. Average speeds

The average speeds on SSS can provide a good indication of their competitiveness or lack of it. Very high or very low average speeds can give a good indication of the route and wide variations can also give an indication of variety.

Special stages with high average speed (more than 125 km/h) should be noted.

2.4. Service facilities (also for Remote Service Zones)

2.4.1. Compliance with the Championship regulations and use of FIA signs

The observer merely has to check that the regulations in force were in compliance in terms of service time, maximum SS distance etc. Verify that the correct control signs were used at the entrance and exit TCs at the SPs.

2.4.2. Suitable locations – sufficient size, surface and working conditions

Examine the SP in relation to the number of cars entered and the service vehicles that must be accommodated. Check to verify if sufficient space had been allocated for each car entered in the various categories [Manufacturers teams, private entrants etc.] and also look at the way in which the SP was laid out to obtain the best use of the space available.

In rallies where adverse weather conditions might be expected or are possible it is important that the surface of SPs is sealed and not on unprepared ground. This is not quite so important when fine weather can be guaranteed but in all cases some form of surface preparation is required to ensure acceptable working conditions for the servicing of cars as well as for the movement of vehicles within the SPs and especially at entry and exit points where heavy surface wear is likely.

2.4.5. Safety, sanitary and communications facilities available

There should be adequate safety facilities provided by the event organization. There should be fire fighting vehicle(s) and personnel, medical team with ambulance in case of any injury to service personnel or the public as well as any other facilities thought convenient such as catering if the SP is in a remote area. Toilet facilities should be provided in locations where this is necessary or environmentally desirable such as when the SP is in or near a residential area and when required by law. Observers should make an assessment bearing in mind the conditions, the location and the country in which the event takes place. WIFI, electric plugs or water facilities could be an extra.

2.4.6. Facilities to channel and control public access and movement in the SPs

Examine the plan and its implementation to control public access to the SPs and to prevent any unauthorized vehicles from entering the area. Check to verify if there were dedicated car parking facilities for the public, media and guests etc. Also take a look at provisions in place to keep the public within clearly designated areas.

Were there marshals with whistles and speed-guns to check the 30 km/h (or less) speed of the competitors?

~~2.5.8. FIA signs used in accordance with the regulations~~

~~Verify that the correct control signs were used at the entrance and exit TCs at the SPs. If tyre checking and marking is also carried out verify that the correct signs were used and correctly placed, also examine the Refuel zone signs.~~

2.5. Refuelling zones (Before 6.4)

2.6. Remote service, refuelling, tyre change (if used) (Before 6.5)

2.6.1. Compliance with the regulations and use of FIA signs

Ensure that any such facilities used were in accordance with the relevant regulations and that they were also necessary, bearing in mind the event schedules, distances, topography and other parameters.

2.6.4. Overall quality and efficiency

Make an evaluation of the overall efficiency of the operation, its location, and the standard of organisation, manpower and quality of marshalling, etc.

2.6.5. Warning signs prominently displayed

There should be numerous large prominently placed warning signs to inform the public about the dangers inherent in the refuelling process, warning against naked flame, smoking or the use of cellular telephones in/near the zones.

~~6.5.3. Adequate marshalling, fire fighting capability etc.~~

~~Examine the standard of marshalling at the location to ensure the smooth running of the operation and also note what firefighting facilities had been set up and if they were sufficient, etc. Marshals in remote refuel zones must check for loose seatbelts and that only 2 mechanics per competitor are active. In these zones fire brigade trucks are needed with hoses filled and adequate extinguishants.~~

~~6.5.4. Hygienic facilities available nearby~~

~~Based on the number of persons positioned at the location, examine if there were any sanitary facilities provided or available nearby for the convenience of those present.~~

2.7. Reconnaissance

2.7.1. Suitable programme and paperwork (2.7.1. + 2.7.2)

Check the recce schedule and ask the drivers to see that it conforms to the current programme and that it was suitable bearing in mind daylight hours and that there were reasonable distances covered on each day etc. **A recommended itinerary for the reconnaissance, or a road-book from FF to Start SS would be an extra.**

Examine the system of controlling the number of passages through each SS and the methods of checking for that in compliance with the rules.

2.7.2. Quality of the marshalling and monitoring during reconnaissance

Verify that proper control of the passage of cars was carried out, that speed limits in force were not exceeded (check methods used for speed control) and examine other forms of monitoring for correct and proper driver conduct during recce. **Vehicle tracking during recce would be an extra.**

2.8 Shakedown

(For regional rallies where there was no Shakedown, observers should leave this section blank (3) and make a comment in the Remarks box.)

2.8.1. Shakedown SS representative of the rally SSs and close to the rally base (2.7.1 + 2.7.2)

Ascertain that the profile and surface conditions of the shakedown SS were similar in nature to the majority of the SSs used in the rally and that it was typical for the majority of the route. Check the drivers' opinion on different levels. **Judge the location of the shakedown in relation to the rally base and consider if it was within reasonable and convenient distance from it.**

2.8.3. Suitability and convenience of the area allocated for service vehicles (if different to the main SP)

A reduced service park environment should be aimed at, judge if the location chosen was both large enough, had a suitable surface, allowed for free movement of cars and service vehicles and had easy route access from rally base. The ideal case is, when the normal SP could be used.

2.8.5. Overall quality and efficiency (2.7.6 + 2.7.7.)

Look at the running of the shakedown SS to verify that it was run in the proper manner with start and finish marshalling procedures and full safety control. Remind that the Shakedown must have the same safety rules as a Special Stage **including use of course opening and '0' cars**

2.9. Super Special Stage (If there is one)

2.8.4. Overall quality

Give an overall assessment of the general quality of the occasion with consideration to the location, facilities, general presentation, promotion and the management of the event.

2.8. Re-Start after retirement - Rally 2

2.8.3. Overall control and supervision of application of Rally 2 rules

The observer should conduct a field inspection to check on the various procedures to determine compliance with rules as well as the administrative procedure, to supervise the application of Rally 2 rules and assess the placement of the Re-Start teams in the starting order of the following leg.

2.10 Alternative routes (Now 3.1.7)

2.10.1. Clarity of the maps or route diagrams showing alternative routes

It should be verified that it is possible to follow the alternative routes with the map or by pass diagram for each SS.

2.10.2. Clarity and accuracy of the direction diagrams and distances

Normal Road Book diagrams and distances should be used as an appendix in the appropriate road book on paper of another color. Check for clarity and accuracy. The target time and the average speed should be included.

2.10.3. Efficiency of the information provided for the alternative routes if they were used

It should be possible to use the alternative routes following the alternative road book. The average speed should be adequate to the itinerary. The alternative routes should follow the rally schedule and avoid any additional delays or shorter liaison times to avoid a wrong order of the cars.

3. DOCUMENTS – PRINTED MATTER

3.1. Road Book

3.1.1. General presentation

Quality of printing, good quality paper, metal spiral binding which allows 360 degree folding etc.

3.1.1. Layout, contents, compliance with standard requirements (3.1.1 + 3.1.2)

Quality of printing, good quality paper, metal spiral binding which allows 360 degree folding etc. Check the list of requirements for FIA standard road book and compare with the printed example.

3.1.2. Clarity and accuracy of the route direction diagrams and information provided (3.1.3 + 3.1.4)

Diagrams should give an accurate representation of the area covered and should be as if they are miniature 'maps' of the location. Additional features such as prominent buildings, shops, or other physical characteristics coupled with the route diagram can aid in rapid and accurate identification of the location. Comprehensive additional information is often very useful when passing through built-up areas and when driving on complicated road networks. Road direction signs, prominent features, and other information provided shows that the organization has taken trouble to produce a good Road Book. Check that there is no "overload" of information with too many useless signs etc.

3.1.7. Clarity and accuracy of the alternative route direction diagrams and distances

It should be verified that it is possible to follow the alternative routes with the map or by-pass diagram for each SS. Normal Road Book diagrams and distances should be used as an appendix in the appropriate road book on paper of another colour. Check for clarity and accuracy. The target time and the average speed should be included. It should be possible to use the alternative routes following the alternative road-book. The average speed should be adequate to the itinerary. The alternative routes should follow the rally schedule and avoid any additional delays or shorter liaison times to avoid a wrong order of the cars.

3.2. Rally Guide ~~Service Book~~

3.2.1. Compliance with standard requirements and content

Check that the standard requirements are followed and that the contents completely meet with these requirements. If a Rally guide is created, it should replace the Service Book but check to see that all service related information is available in it.

3.2.2. Presentation and clarity

Assess the quality, usefulness and clarity of the information provided. For example locations of food and beverage shops on the way or near to the SP are very useful. The quality of the presentation must be considered, as this is an important document that should not be overlooked in its preparation. Printed copies are not obligatory but it must be available on the website.

~~3.2.3. Clarity and accuracy of the diagrams showing arrival and departure routes to SPs~~

~~Clear and unambiguous information showing arrival and departure routes to the SPs must be given together with entry and exit points for both the service vehicles as well as for the competing cars which normally have separate routes.~~

3.2.5. Quality and clarity of the overall route maps (Before 3.6.1)

Maps should be of high quality print, not too cluttered and should have the rally route and special stages superimposed, numbered and named, for easy identification. SPs should be pinpointed. Full colour printing should be expected. Direction north and scale are obligatory; a box with the SS start times can be helpful.

3.6. Passes, Plates

3.6.3. Recognition, understanding, control by event marshals, security staff etc.

Check that event staff and security personnel made thorough and regular checks on official badge-holders and that those who were unauthorized were prevented access to restricted areas.

~~**3.7.3. Correct allocation**~~

~~Ascertain that all badge holders were genuinely authorized to have the type of badge displayed and that there were no unnecessary or spurious badge holder~~

~~**3.7.5. Quality of signage used to identify various areas at HQ and adjacent locations**~~

~~Check that all signage used was of sufficient size and clarity to clearly identify all official locations at the HQ and at all other locations where signage was required.~~

3.7. Official Rally Programme

3.7.1. Content

Assess if it was attractive, and if it contained useful information (Accesses to the SSs, facilities, parking, etc.)

Check if it included safety instructions to the spectators, useful maps and sketches of the Special Stages and drivers' profiles, championship classifications, etc.

3.7.2. Printing quality and distribution.

The printing quality should be corresponding to the importance of the championship. It should be easily available to spectators (in kiosks, petrol stations, HQ, near the start of the rally or in the service area).

4. SAFETY

4.1. Safety Plan

4.1.3. Map (including evacuation routes) and spread sheet with safety measures for each Special Stage. (4.1.3 + 4.1.4)

A detailed map and a spread sheet with km of each Special Stage should include the situation of every safety measure (ambulances, MIV's, Fire Brigades, Radios, Evacuation routes etc.).

~~4.1.6. Suitability of starting times for safety and opening cars, officials etc.~~

~~Study the table of passing times for safety cars, officials and course opening cars to see if they are suitable bearing in mind the distances and quality of the route. They should also be consistent throughout the rally.~~

4.2. Emergency vehicles and manpower

4.2.2. FIVs MIVs – location, equipment, medical and intervention capability

MIVs must be suitable bearing in mind the surface conditions of the SS. They must be located immediately before the start of the SS with clear access to the route. They must have a doctor or paramedic qualified in resuscitation. ~~There must be equipment for removing trapped crews from damaged cars.~~

4.2.3 Technical vehicles for extrication - location, equipment and intervention capability

(If medical/ technical vehicles are used, fill the report in for both items)

Technical vehicles must be suitable bearing in mind the surface conditions of the SS. They must be located immediately before the start of the SS with clear access to the route. There must be equipment for removing trapped crews from damaged cars. The crews must be skilled in extrication.

4.2.4. Fire fighting capability – location, suitability for rapid transit of SSs

Check that, if there are fire fighting vehicles, that they are able to drive through the SS without delay and at a reasonable speed, they must not be too big or heavy. They must be placed immediately before the start of each SS with clear access to the route. There must be two 4 kg fire extinguishers at SS start and STOP and in each **Technical Vehicle**.

4.3. Safety cars, Course opening cars

4.3.3. Suitability of starting times for safety and opening cars and adherence during the rally

Study the table of passing times for safety cars, officials and course opening cars to see if they are suitable bearing in mind the distances and quality of the route. They should also be consistent throughout the rally.

Check that all passing times and time in position indications were actually observed by the various officials and safety cars, etc., during the rally. Pay particular attention to the passing times for the opening cars to check that their time schedule was kept and that this schedule was in time according to the requirements of the SSs.

4.4. Safety of the crews

4.4.1. Car-by-car monitoring of progress through the SSs, efficiency and effectiveness of the system used

At top level regional championship rallies an automatic tracking system should be used with facilities to detect and locate any car that makes an unscheduled stop at any point. Check the effectiveness of the system and the efficiency with which it is monitored. At lower level events a less sophisticated system may be used such as car-by-car monitoring by radio on an own frequency per Special Stage including hand checking the cars that have completed the SS either at the Special Stage or in the Rally HQ. Monitoring the SS progress of the competitors by telephone only is not acceptable.

4.4.2. Emergency exit points clearly shown in the Safety Plan, Road Book, ease of identification on site and clear for immediate use

This can be easily checked by examining the publications and during passage of the SSs. ~~All such exit routes must be controlled by rally marshals and/or police to ensure that spectator traffic and parking does not block them.~~

4.4.6. Capacity for immediate intervention in case of an emergency

This should be verified by checking the Safety Plan and ascertaining the emergency procedures in place with the Safety Manager and Rally Control during the event. Also a check of the efficiency of the safety communications system should be made. ~~The position of all emergency vehicles (FIV, ambulance, fire brigade, wrecking truck) must be free of obstacles to the SS in the vicinity of the start or at intermediate points. (Before in 4.2.3)~~

4.4.8. Suitable seeding of entry list compared to results at the Start

Is the seeding done according to FIA regulations and expected speed of the Competitors or is it done mechanically without regard to, for example, foreign entries.

4.5. Safety of the public

4.5.2. 'No Go' areas taped, guarded and with appropriate signs

Where these areas are deemed to be necessary, check that were they in fact implemented and if so to what effect. **If tapes are used**, they should be preferably in red-white or red.

4.5.3. Spectator areas clearly marked, controlled and if necessary physically protected (Tyres, straw bale walls, crash barriers etc.)

When special areas are provided for the public to watch, observers should evaluate the effectiveness of protection provided, suitability of the locations and the measures in place to control the public and to prevent anyone from moving to dangerous locations. **Tapes should be different colour than NO GO.** ~~Tapes should be preferably in green.~~

5. MEDIA

5.1. Media Facilities

5.1.1. Suitability, location and size of the main Media Centre

Assess the venue in relationship to other event facilities. Judge the size in relationship to the number of accredited journalists and TV crews. TV crews need extra quiet rooms for their cutting editing work.

5.1.3. Facilities and technical assistance available at the main Media Centre

Assess the facilities available such as internet access, word processors, fax machines, Email facilities, film developing, telephone lines and other technical matters available to the accredited media.

5.1.8. Information provided before the event

Check what information was available to those requesting it and decide if it was sufficient and of practical use by asking media people. (Press dossier or rally program plus dedicated press information)

5.1.9. Information available during the event – content and speed of receipt

In addition to up-to-date results, look at any other information that was supplied to accredited journalists such as the status of leading cars, retirements, quotes from crews etc. and decide if this was timely and relevant. A press release should be published at least after every section of the event.

5.1.13. Additional Media Centre

When the service park is far away from the main Media Centre, an additional Media Centre is useful for the journalists in order to check the results, writing articles and sending photos. Check if it existed and make an evaluation of the size, equipment and competence of the staff.

5.2. Pre event and Post event Press Conferences (5.2 + 5.3)

6. TECHNICAL

6.2. Tyre marking and checking

6.2.1. Tyre marking zone located immediately after the refuel zone

The tyre marking team should be located just after the exit from the refuel zone; this is to minimize wastage of time. They should not be remotely located. The zone should be protected against spectators and a tent is desirable.

6.2.3. Tyre mark checking zone located near Service Park arrival TC

The checking of tyre marks should ideally be located just before the arrival TC yellow board when cars are waiting to enter the zone, this avoids any delay. However, check that provisions are in place to make a rapid check at the TC in case of crews driving directly to the TC. Examine the methods in place to verify that the correct marks are present. Tyre mark checking in the Special Stages (Between TC and Start or in the Stop) would be an extra.

6.2.5. FIA signs used in accordance with the regulations

Check that the correct FIA tyre marking and tyre mark checking signs are used and that they are placed prominently so that crews see them in good time. The locations should be mentioned in the Road Book.

6.3. Parcs Fermé

6.3.4. Control of entry/exit of the crews

Examine the methods in place to check that crews enter the parcs fermé at the correct times. Check for drivers remaining inside the regroupings when longer than 15 minutes.