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Guidance Sheet SMP11/G/01 Hazard Log Contents

A suggested Hazard Log structure is as follows:

a. Part 1 - Introduction

This part should describe the purpose of the Hazard Log, and indicate the environment and safety criteria to which the system safety characteristics relate. The following details, appropriate to the programme phase, should be contained in this part:

- The purpose and structure of the Hazard Log. This should be of sufficient detail to ensure that all project staff understand the aim and purpose of the Hazard Log. The procedure for managing the Hazard Log should also be included.
- A description of the system and its scope of use. This should include reference to a unique system identifier.
- Reference to the system safety requirements.
- The accident severity categories, probability categories, equivalent numerical probabilities and accident risk classification scheme for the system.
- The design rules and techniques for each Safety Integrity Level.
- The apportionment of the random and systematic (Safety Integrity Level) elements of the hazard probability targets between all the functions of the system.

The description and scope of use of the system should be stated in order to indicate the environment to which the system safety characteristics relate. This information should be entered in Part 1 of the Hazard Log.

b. Part 2 - Accident data

This part should give sufficient information to identify the accident sequence linking each accident and the hazards which cause it. It should include the following:

- A unique reference.
- A brief description of the accident
- The accident severity category and probability targets appropriate to Risk Classes B and C.
- A cross reference to the full description and analysis of the accident sequence in the safety programme reports. This information should be used to justify the subsequent setting of the hazard probability targets.
- A list of the hazards and associated accident sequences that can cause the accident.

c. Part 3 - Hazard data

This part should give sufficient information to identify the risk reduction process applicable to a particular hazard. A summary of all the hazards and their status, including any outstanding corrective action, should be contained within this part to provide an overview of the current situation. This part should contain the following information for each hazard:

- A unique reference. A brief description of the hazard which should comprise the functions or components and their states that represent the hazard. Reference should also be made to the design documentation which describes the functions or components.
- The related accident severity category, and the random and systematic elements of the hazard

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<p>probability targets appropriate to Risk Classes B and C.</p> <ul style="list-style-type: none"> • The predicted probability for the random element of the hazard. • A statement as to whether or not the hazard requires further action to reduce the risk from the system to a tolerable level. • A discussion of any possible means by which the risk could be reduced to a tolerable level, and notes on the re-evaluation of the accident sequence following such action. • A brief description of the action to reduce risk, together with either a reference to the design documentation that has changed as a result of the action, or the justification for taking no action. • A cross-reference to the full description and analysis of the hazard in the hazard analysis reports. <p>d. Part 4 - Statement of Risk Classification.</p> <p>A Statement of Risk Classification should be included to provide a brief statement of the current System Risk Class. It should contain sufficient information to enable it to be a stand alone statement, and it should contain the Hazard Log reference to enable traceability to its supporting documentation.</p> <p>e. Part 5 – Journal</p> <p>A journal should be constructed to provide a historical record of the compilation of the Hazard Log. It should contain the following information:</p> <ul style="list-style-type: none"> • The date the Hazard Log was started. • Entries made in the Hazard Log, including any accident or hazard reference numbers. • Reference to the Safety Programme Plan. • References to analysis and assessment reports. • References to Safety Review and Project Safety Committee minutes.

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