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**Guidance Sheet SMP12/G/01 Typical Content of a Safety Case Report**

NB: The following document is a template for a Safety Case Report and may be tailored to meet individual project requirements.

**a. Executive Summary**

1. The executive summary should enable the Duty Holder to provide assurance to stakeholders that he/she is content with the progression of work and that safety requirements have been, or will be, met by:
  - (i) Confirming that Safety Case work has been, or is being, progressed satisfactorily.
  - (ii) Confirming that all other stakeholders have acknowledged their safety responsibilities.
  - (iii) Recommending or otherwise progression to the next stage of the acquisition cycle or the next defined milestone confirming that safety risks associated with the next stage can be satisfactorily managed.

**b. Summary of System Description**

A brief description of the system should be provided, noting that a full System Description will be contained within the Safety Case. The summary should be sufficient to enable the boundaries and scope of the Safety Case and its interfaces with other Safety Cases to be clearly defined and understood.

**c. Assumptions**

Assumptions that underpin the scope of the safety case, or the safety requirements, argument or evidence, should be stated. For example, this may include numbers of personnel, training levels, operational profiles, time in service, operating environment etc.

**d. Progress against the Programme**

1. An assessment of progress against the safety programme should be provided that describes:
  - An indication of the current status relative to the expectations documented within the programme, including an assessment of any impacts on future progress.
  - Progress on safety management since the previous Safety Case Report, including identification of any new hazards and accidents and progress on Risk Management activities.
  - Progress against agreed actions placed on stakeholders.

**e. Meeting Safety Requirements: The following should be included:**

- A statement describing the principle agreed Safety Requirements.
- A summary of the argument and evidence that demonstrates how the Safety Requirements have been, or will be, met. This will be described:
  - Summary of the hazards and likely accidents associated with the system, noting the main

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	<p>areas of risk. Note: The main areas of risk will also be highlighted under the Operational Information heading. Safety requirements that are unlikely to be met, either in part or in full, with remedial/follow-up actions identified.</p> <ul style="list-style-type: none"> <li>– Risk management actions that are outstanding identifying both the risk and the organisation responsible for its management.</li> <li>– The residual risk that is, or is anticipated to be, posed by the System.</li> <li>– Issues of particular sensitivity, eg use of restricted materials, or with significant project or corporate risk.</li> <li>– Regulatory approvals/certificates, and any associated restrictions, that are currently in place.</li> <li>– Any counter evidence found that may invalidate the Safety Case, including a description of the activities taken to address this counter-evidence</li> <li>– Feedback, reporting and auditing arrangements for defects and shortfalls.</li> <li>– Particular issues related to interfaces between different systems.</li> </ul> <p><b>f. Emergency/Contingency Arrangements</b></p> <p>1. A statement confirming that appropriate Emergency/Contingency Arrangements (eg procedures) have been or will be put in place and identification of any areas where such arrangements do not exist or are inadequate.</p> <p><b>g. Operational Information (this section will be aimed specifically at the operator). Outputs from the Safety Case that are relevant to the management of operational safety, including:</b></p> <ul style="list-style-type: none"> <li>• A description of the operational envelopes.</li> <li>• Any limitations on use or operational capability.</li> <li>• The main areas of risk eg Cat A/B risks.</li> <li>• Relevant information that can assist the operator in balancing the operational imperative against safety risk.</li> <li>• Demonstration that operating and maintenance procedures and publications have been, or will be, developed.</li> </ul> <p><b>h. ISA Report</b></p> <p>Where an ISA is engaged, a formal ISA report should be prepared for inclusion in the Safety Case Report.</p> <p><b>i. Conclusions and Recommendations</b></p> <p>Conclusions should be provided, including an overall assessment of the safety of the system and any recommendations to enable issues identified within the report to be resolved.</p>
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**j. References**

A list of key reference documents should be provided.

**k. Appendices**

These may include:

- Hazard Log sheets
- Diagrams of the Safety Case Claim and Argument structure (eg Goal Structured Notation)
- Calculations
- Analyses
- List of Hazardous Materials (eg COSHH and CHIP)
- List of lifting and manual handling Hazards, together with their weight and reference to approved lifting procedure
- Safety certificates

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