

2 Common Requirements

Contents

Title	Page
Organising	1
Roles and Duties	3
Co-operation and Communication	14
Competence	17
Assessment	24
Appointment	27
Planning and Implementing	30
Measuring Performance	37
Reviewing Performance	40
Auditing	44
Annex A - Acknowledgements	A1
Annex B - Logbook	B1
Annex C - Common Requirements Training	C1 – C3
Annex D - Standard Forms for Demarcations	D1 – D8
Annex E - Authorising Engineer Application Form	E12
Annex F - Operating Record Template	F3

Organising

Control – Organisational Hierarchy

1. The administration of the safety rules and procedures contained within JSP 375 Volume 3 is managed through a hierarchical structure, with some of the roles being carried out within the MOD and some within the industry partners engaged to undertake the maintenance and upkeep of the estate.
2. The Principal Safety Advisor DIO provides the necessary link and focal point with the Director Health Safety and Environmental Protection and provides the route for assurance up to the Defence Environmental and Safety Committee (DESC).
3. The Coordinating Senior Authorising Authority (CSAA), with the assistance of the Deputy Coordinating Senior Authorising Authority (DCSAA), is responsible for maintaining the 'common requirements' elements of Volume 3 and ensuring coordination and cooperation across the Senior Authorising Authorities (SAAs) and their deputies (DSAAAs).
4. The Senior Authorising Authority (SAA) community, who sit within DIO Safety, Environment and Engineering (SEE), Engineering and Construction (E&C), provide the necessary specialist input to compile and maintain the chapters of Volume 3.
5. The Maintenance Management Organisation (MMO) is the organisation responsible for planning, organising and managing the operation, maintenance and repair of equipment and may include the design and construction of new works. The MMO hold the duty to enforce JSP 375 Volume 3 within the scope of their deliverables and will discharge this duty by appointing Authorising Engineers (AEs) and Authorised Persons (APs). The MMO may be a Contractor, DIO or Military.
6. The Coordinating Authorising Engineer (CAE) coordinates the actions of Authorising Engineers (AEs) for the MMO and acts as focal point for health and safety information and other guidance for these AEs.
7. An AE is a person who has been deemed competent by the SAA, or their Deputy (DSAA), and appointed by the MMO to oversee the application and provide the necessary assurances of adequate implementation of a specific discipline (Chapter) within JSP 375 Volume 3. The scope of Appointment for the AE may include different designations dependent upon the competence of the Authorising Engineer, and the systems to be appointed for. These designations will be identified on the Licence issued to the AE by the Senior Authorising Authority. The AE community provide the primary audit function within the Safety Management System along with high level implementation of the rules and procedures and assessment of competence across an estate delivery area.
8. An AP is a person who has been deemed competent by the AE and appointed by the MMO to undertake the practical implementation of a specific discipline (Chapter) of JSP 375 Volume 3 for the defined area of appointment. The APs implement the Safety Rules and Procedures at site level and are responsible for the control of activities through the issue of Safety Documentation.

9. The Person in Charge (PiC) is a person who has been assessed as competent for the task, registered as a Skilled Person¹ (SkP) and is in receipt of written authority from the relevant AP (by the issue of a safety document).

10. A SkP is a person who has been assessed as competent for the task and registered as such by the AP to ensure that the safety rules and procedures are adhered to for work activities² in accordance with a specific discipline (Chapter) of JSP 375 Volume 3. The SkPs undertake a wide variety of tasks on the many establishments covered by JSP 375. The SkP can be either a single unsupervised operative, or a supervisor for a team of operatives in any work area.³

Roles and Duties

Coordinating Senior Authorising Authority (CSAA)

11. The Coordinating Senior Authorising Authority (CSAA) is responsible for maintaining the 'common requirements' elements of Volume 3 and ensuring coordination and cooperation across the Senior Authorising Authorities (SAAs) and their deputies (DSAAAs) and is to:

- a. act as focal point for the application of JSP 375 Volume 3 on the defence estate;
- b. act as advisor to Head E&C on the appointment of SAAs;
- c. act as adjudicator and / or arbitrator in issues concerning JSP 375 Volume 3;
- d. act as primary interface with DSA (through Principal Safety Advisor DIO) on matters concerning JSP 375 Volume 3;
- e. act as champion for the improvement and development of JSP 375 Volume 3 and the Continuing Professional Development (CPD) of the SAA / AE community;
- f. maintain professional competence;
- g. provide advice on the appointment of SAAs (may also provide independent support to SAAs on the appointment of DSAAAs);
- h. be the custodian of JSP 375 Volume 3 Chapter 2 on behalf of DSA and ensure its applicability, currency and ensure that it is updated when required;
- i. review the results of monitoring and audit reports by the SAA, CAE and AE communities on the implementation of JSP 375 Volume 3 and report to the appropriate authority any deficiencies identified;
- j. undertake suitability review of CAEs appropriate to the function and advise the MMO accordingly;

¹ In JSP 375 Volume 3 Chapter 6, PiC must be assessed as competent by the AP and included on PiC Register, and for Chapter 7 the Skilled Person is referred to as an Authorised Climber.

² In accordance with Health and Safety Management Regulations

³ Examples would be Fitters, Electricians or cable jointer mates or trainees; the mate/trainee normally will be working to the instructions of the SkP.

- k. undertake audit of process and compliance;
- l. maintain and improve the Safe Systems processes;
- m. provide reports to the DIO Management Board and other stakeholders as required;
- n. approve and issue of JSP 375 Volume 3 related Policy Instructions / Notices;
- o. oversee SAA steering groups and workshops at appropriate intervals; and
- p. liaise with other government departments, the Health and Safety Executive and non-government organisations.

Deputy Coordinating Senior Authorising Authority (DCSAA)

12. The DCSAA is responsible for undertaking those coordinating duties as delegated by the CSAA and is to provide the equivalent level of support as that provided to the Senior Authorising Authorities by their Deputies.

13. In the absence of the CSAA they will be responsible for undertaking all duties identified at paragraph 11.

Senior Authorising Authority (SAA)

14. An SAA is to:

- a. be the focal point for the management and implementation of the chapter of JSP 375 Volume 3 applicable to their specialism;
- b. be the custodian of the chapter of JSP 375 Volume 3 applicable to their specialism;
- c. provide the necessary assurance for JSP 375 Volume 3 related activities applicable to their specialism;
- d. be the Adjudicator and / or Arbitrator in issues concerning their specific chapter within JSP 375 Volume 3;
- e. maintain professional competence;
- f. undertake suitability assessments of AEs appropriate to their discipline and issue Licences as appropriate;
- g. undertake a review of an AE's implementation of the audit process. (see SAA Review of AEs);
- h. undertake SAA Inspections where required;
- i. liaise with CAEs in the development of individual AE training plans where appropriate;

- j. report to the CAE where concerns associated with AEs are identified;
- k. maintain and improve the chapter of JSP 375 Volume 3 applicable to their discipline;
- l. maintain a register of AEs for whom they have issued AE Licences;
- m. provide assurance that AE / AP resourcing is suitable and sufficient for their area of responsible;
- n. notify the CSAA of any agreed deviations of the requirements of JSP 375 Volume 3;
- o. ensure that all AEs are made aware of any information or notices relevant to their systems / areas as soon as is reasonably practicable, and ensure that they receive copies together with any appropriate advice to prevent danger;
- p. ensure any amendments to JSP 375 Volume 3 are brought to the attention of and are understood by all AEs;
- q. undertake incident / accident investigations as may be required; and
- r. maintain a personal logbook as described in Annex B to this chapter.

15. An SAA is not normally to undertake AE duties however, in exceptional circumstances and with the written permission of the CSAA, the SAA may undertake the duties of an AE for sites where MOD act as the MMO. Where the SAA assumes the duties of an AE they are not to undertake the subsequent Audits or Reviews for that area.

Deputy Senior Authorising Authority (DSAA)

16. The DSAA is to provide direct support to the SAA in the maintenance and upkeep of their relevant chapters and the implementation of the SAA's responsibilities with respect to that chapter.

17. The DSAA is to:

- a. maintain professional competence;
- b. undertake suitability assessments and recommend licensing of AEs to the SAA;
- c. undertake reviews of AE Audit processes;
- d. undertake SAA Inspections on behalf of the SAA where required;
- e. maintain and improve the chapter of JSP 375 Volume 3 applicable to their specialism;
- f. provide support to the SAA applicable to their discipline;
- g. act on behalf of the SAA when required;

- h. undertake incident / accident investigations as may be required; and
- i. maintain a personal logbook as described in Annex B to this chapter.

18. A DSAA is not normally to undertake AE duties however, in exceptional circumstances and with the written permission of the CSAA, the DSAA may undertake the duties of an AE for sites where MOD act as the MMO. Where the DSAA assumes the duties of an AE they are not to undertake the subsequent Audits or Reviews for that area.

Maintenance Management Organisation (MMO)

19. The coordination of the management and application of the safe systems of work rests with the MMO. The MMO is to ensure that:

- a. has in place suitable and sufficient AEs (including deputising arrangements) and that the CAE and AEs have managerial independence from the MMO operational teams;
- b. has in place suitable and sufficient APs, as determined by the AE in agreement with the CAE, and it has in place an auditable procedure to coordinate the requirements for APs at each site in relation to the normal planned and reactive work activities being undertaken or, any project works which may interface with systems or areas under the control of the MMO;
- c. defined lines of communication are in place for APs. Where sites do not have site based APs the requirement for AP support is notified in due time to the appropriate management teams⁴ in order that adequate planning and resource can be attributed to each activity;
- d. formal lines of communication are in place with the sites 4Cs Duty Holder, other authorities and that registers of all relevant contacts are in place as befitting the nature of the activities and identified risks on the site⁵;
- e. a list of all relevant APs and SkPs is readily available and maintained;
- f. SkPs attending site are working within the boundary of their authority and competence. Any dispute in such matters is to be escalated to the AP or AE;
- g. registers and processes are being maintained in relation to all equipment that is subject to test or calibration;
- h. the AP and AE are consulted prior to the modification of existing, or installation of new systems; and
- i. it has appointed sufficient AEs and APs.

⁴ It is not intended to outline the actual mechanisms of coordination within this document as the arrangements within each MMO may vary. It will be necessary to record all such "off site" interfaces in elements of the site safety and emergency plans managed by the MMO.

⁵ Duty Holders include the 4Cs representative, Building or Area Custodians, Operating Authority, Hazardous Area Managers and other interfaces which include Aquatrine Service Providers (ASPs).

20. The MMO is to make an annual declaration to the Head of DIO Service Delivery for the contract of the number of AEs and APs employed on the contract (including names and disciplines) and a statement as to whether the numbers are sufficient.

Coordinating Authorising Engineer (CAE)

21. The CAE is responsible for ensuring that there are suitable arrangements in place for the implementation of JSP 375 Volume 3 within their areas of responsibility. The CAE is to:

- a. ensure that there are sufficient numbers of AEs appointed to cover a delivery area including suitable and sufficient deputising arrangements. This must include an assessment of the AE's workload, taking into account the numbers and geographical area of AP appointments within the AE's control (including those not on the MOD estate);
- b. ensure that all sites are subjected to the necessary audit regime to provide the required assurance as to the coverage of implementation of JSP 375 Volume 3;
- c. ensure, through the site AEs, that the number of APs required for a site is determined and that the MMO is notified of any deficiencies in this manning level;
- d. act as the focal point to the Senior Management within the MMO and AE teams in all matters relating to JSP 375 Volume 3;
- e. ensure that there are suitable and sufficient processes in place within their organisations for the continued competence and Continued Professional Development (CPD) of the AEs under their control. This will include:
 - (1) determining the requirement for training of AEs;
 - (2) ensuring that an AE maintains their competency for undertaking the role;
 - (3) ensuring that any development activity meets the needs of the individual AE;
 - (4) ensure that deputising AEs hold the relevant licence (including sub-disciplines) to discharge the function; and
 - (5) ensure that the AE has sufficient time to maintain their site familiarity for both the sites they are directly responsible for and for those that act as the deputising AE.
- f. provide a programme of Audits to the CSAA as detailed in paragraph 220;
- g. agree measures for an AE to assume AP duties for a limited period as required;
- h. coordinate the dialogue between the prospective AE and the SAA with reference to assessment of AEs;
- i. facilitate suitable arrangements to allow change of scope of a licence;

- j. maintain a log of all AE Inspection or Audit Reports for 'Learning from Experience' purposes and will share pertinent information at the CAE Steering Group;
- k. attend CAE steering group meetings (or arrange for a deputy as required); and
- l. suspend the appointment of an AE, record the reason(s) for the suspension and recommend actions to resolve the issue.

22. The CAE is to make an annual declaration to the CSAA the number and names of AEs (including deputising arrangements) and APs employed on the contract (including names and disciplines) and a statement as to whether the numbers are sufficient.

Authorising Engineer (AE)

23. The AE provides the necessary assurances that JSP 375 Volume 3 is being fully implemented at site level through the AE Audits undertaken and the Assessment of Competence of the Authorised Persons. The AE is to:

- a. ensure that they maintain their site familiarity both for those sites they are directly responsible for and those for which they act in the deputising AE role;
- b. issue confirmation of competence to suitable prospective APs identified by the MMO, for the systems and installations on the site or sites within the area for which the AE has been appointed, in order that the MMO can appoint suitable and sufficient APs to provide the necessary cover and service requirement. This will include an assessment of the level of authority of the AP regarding different equipment or hazards within the relevant Chapter requirements;
- c. approve and monitor training plans for APs;
- d. be satisfied that prospective APs:
 - (1) meet the AP suitability criteria for appointment;
 - (2) meet the training requirements and are familiar with the equipment, systems and locations for which they will be responsible; and
 - (3) are able to demonstrate their competency. (Possess adequate skills, training, knowledge understanding and familiarity of the equipment, systems, and locations, for which authorisation is envisaged).
- e. report to the CAE, SAA and MMO any deficiency in the number of trained and competent APs which may impair the provision of the necessary cover. The report is to include recommendations in programme / plan form of the corrective action to be taken to redress any deficiencies identified;
- f. define in writing, using drawings and diagrams as appropriate, the exact extent of the systems and installations for which the AP is responsible, keeping appropriate records;

- g. ensure that all points of demarcation and operational interface with other Authorities are clearly identified and recorded;
- h. maintain a register of all APs assessed and approved by the AE and subsequently appointed;
- i. review the competence, performance and documentation of each AP;
- j. take appropriate action if the AE considers that the APs activity and experience over the period has not been sufficient to maintain the required level of competence and familiarity;
- k. recommend / verify relevant AP technical and procedural training in accordance with the AEs assessment;
- l. remove or suspend the Certificate of Competency of an AP, record the reason(s) for the suspension and recommend withdrawal of the appointment, where necessary at any time based on the findings of an AE Audit or 'ad-hoc' inspection;
- m. ensure that all APs are made aware of any information or notices relevant to their systems / areas as soon as is reasonably practicable, and ensure that they receive copies together with any appropriate advice to prevent danger;
- n. ensure any amendments to JSP 375 Volume 3 are brought to the attention of and are understood by all APs;
- o. notify the appropriate SAA of any known information or notices issued by a manufacturer, supplier or other third party applicable to equipment, systems or in locations, having significant risk within the areas of the appointment;
- p. formalise operational restrictions on equipment or areas that may arise out of specific equipment defects or arising from maintenance and as may be notified by APs;
- q. investigate (as required at the request of the MMO as a Subject Matter Expert), all significant incidents reported involving equipment, systems, installations and locations within the area of appointment;
- r. agree with the appropriate SAA any proposed deviation from JSP 375 Volume 3 before implementation following the completion of a suitable RA. The 4Cs⁶ Duty Holder (DH) (or their nominated representative) is to be advised, in writing, of any such agreed deviations from JSP 375 Volume 3;
- s. where it is considered appropriate, in agreement with the CAE (and where appropriate following discussion with the relevant SAA), to allow a Third-Party Contractor to manage the risks associated with their undertaking by employing their own Safe System of Work, then a temporary agreement is to be drawn up, and any appropriate safety documentation, previously agreed by the AE, issued;
- t. approve the auditable system for management of all access keys on each site, these arrangements are to be documented in the document registers;

⁶ As described in Chapter 34 of JSP 375 Volume 1.

- u. fulfil additional discipline specific duties as described within other chapters of JSP 375 Volume 3;
- v. provide suitable and sufficient evidence of competence to the satisfaction of the SAA this may require a personal logbook as described in Annex B to this chapter;
- w. confirm that a survey is available to determine the extent of the coverage of the relevant discipline and risk; and
- x. advise all of the APs on the sites he is responsible for who is the deputising AE when they are absent or unavailable.

24. An AE is not normally to undertake AP site duties within their own area of appointment as an AE. In exceptional circumstances, the site duties of an AP within the area of appointment as AE may be assumed for a pre-determined limited period to be agreed by the CAE and notified to the appropriate SAA. Where the AE assumes the site duties of an AP they are not to undertake the subsequent audit in that area (this requirement does not apply to AEs who are only counter signing safety documents).

Authorised Person (AP)

25. The AP is the individual responsible for the practical implementation and application of JSP 375 Volume 3 for the systems, installations and locations for which they have been appointed. The AP is to:

- a. ensure, so far as is reasonably practicable, that all personnel observe and comply with the requirements of the relevant chapter of JSP 375 Volume 3;
- b. co-operate and communicate with other parties as required to arrange shutdowns of systems, plant and equipment;
- c. review all prospective work on Systems and determining the appropriate level of control;
- d. ensure that an appropriate Risk Assessment for the isolation of the relevant system is prepared prior to the production of a Safety Document;
- e. ensure that a relevant plan is prepared to ensure adequate isolation of a System prior to the issue of any Safety Documents for that System;
- f. ensure that a Task Risk Assessment and Method Statement for each task on or associated with the relevant system is prepared to their satisfaction prior to issue of a related Safety Document;
- g. oversee and certify the isolation of Systems for which they have been authorised by the AE;
- h. ensure that any recipient of a Safety Document is either a registered Skilled Person for the system to be worked on, or has been granted authority for access;

- i. issue and cancel safety documentation in accordance with the relevant chapter of JSP 375 Volume 3. In the case of a dispute, the AP is to stop the work or test and refer the matter to the AE;
- j. visibly check the relevant point(s) of work for soundness and that the work is complete (where applicable);
- k. withdraw Safety Documentation if the PiC fails to follow JSP 375 Volume 3, or if any unexpected event or hazard arises;
- l. ensure any safety and test equipment required to undertake the task is in a suitable condition and is appropriately certified and / or calibrated;
- m. provide suitable and sufficient evidence of competence to the satisfaction of the AE this may require a personal logbook as described in Annex B to this chapter;
- n. within the scope of the systems under the APs control, assure the competency of SkPs prior to the issue of any safety documentation;
- o. update records and registers of SkPs as appropriate; and
- p. fulfil additional discipline specific duties as described within other chapters of JSP 375 Volume 3.

26. An AP may not act in the capacity of a PIC whilst working in the capacity as the AP for that installation or location unless allowed for in specific disciplines.

Person in Charge (PiC)

27. The PiC is to:

- a. Directly supervise (or carry out) the work in accordance with:
 - (1) the appropriate sections of JSP 375 Volume 3;
 - (2) the requirements of the safety documentation that they are in receipt of; and
 - (3) any AP's instructions.
- b. take all safety measures necessary to prevent danger, injury and damage to equipment;
- c. always be present at the work site when any work is being carried out. If the PiC has to leave the place of work, the work or test is to be suspended and adequate safety precautions taken to prevent danger. The work or test is not to be resumed until the PiC has returned to the place of work and deemed it safe to continue;
- d. ensure that adequate emergency arrangements are in place before commencing the works;

- e. ensure that the contents of the Risk Assessment for the task are communicated to all members of the work team;
- f. ensure that all necessary safety equipment is available and suitable for use prior to work;
- g. ensure that all members of the work team are competent, fit and able to carry out the work required;
- h. be fully conversant with, and be able to ensure compliance with the conditions set out in the safety documentation;
- i. ensure that all members of the work team are aware of the method of work set out in the agreed Method Statement for the task, the means of communication, the emergency arrangements and the requirements of the relevant chapter;
- j. ensure that the only work carried out is that for which the safety document is valid;
- k. stop work and withdrawing all personnel, tools, plant and equipment if for any reason the conditions of the safety documentation cannot be met;
- l. report to the AP any accident, dangerous occurrence, defects found or other exceptional incidents occurring during work under the safety documentation; and
- m. fulfil additional discipline specific duties as described within other chapters of JSP 375 Volume 3.

Skilled Person (SkP)

28. SkPs are to:

- a. work in accordance with the safety rules and procedures;
- b. take reasonable care in the promotion of the health and safety of themselves and of any other person who may be affected by their actions or omissions;
- c. only use equipment for which they have been trained and in the manner in which they have been trained; and
- d. report to the PiC any defects found in the tools, plant and equipment to be, or being, used in the works.

Co-operation and Communication

Significant Interfaces

29. In order to ensure that JSP 375 Volume 3 is fully incorporated into the MOD Safety Management System there are a number of key positions on an establishment or within a particular area who are required to interface with the requirements and implementation of

Volume 3. The responsibilities of these positions are defined elsewhere⁷ but are summarised here for clarity.

30. The Commanding Officer (CO) / Head of Establishment (HoE) is required to:

- a. carry out and maintain an integrated Site Risk Assessment and produce site hazard registers which are to be available to all relevant parties;
- b. put arrangements in place to ensure proper control, cooperation, coordination and communication. The arrangements are to:
 - (1) specifically address issues associated with safe systems of work which could impact on others e.g. road closures, site wide radiography and power outages;
 - (2) highlight any hazard or activity creating a risk that is not under the CO / HoE control;
 - (3) notify known site hazards prior to the commencement of any activity; and
 - (4) include details of formal delegations of responsibility and accountability for site, building and maintenance operations where appropriate.
- c. appoint a site 4Cs DH in accordance with JSP 375 Volume 1 Chapter 34;
- d. establish suitable arrangements to deal with emergencies on the site; and
- e. provide all contractors with an up to date briefing, relevant to their work at the site, prior to work commencing.

Senior Infrastructure Manager (SIM) / Infrastructure Manager (IM) or equivalent

31. The SIM / IM is to act as the focus for ensuring, so far as is reasonably practicable, the health, safety and welfare of their staff and others affected by estate activities.

32. The Regional Infrastructure Manager (RIM) and / or DIO Project Managers are to:

- a. put in place effective arrangements to ensure that prior notification of all contract work is given to the SIM / IM and MMO to allow for the provision of suitable and sufficient information, instruction and arrangements necessary to enable the contractual operations to be performed safely and without risks to health and safety;
- b. put in place suitable systems and procedures for all contracts placed on their behalf to establish that the appointed contractors and their sub-contractors are competent and able to perform their tasks safely;
- c. require JSP 375 Volume 3 to be implemented by their contractors and their sub-contractors when they operate on the MOD estate unless, the work / project can be clearly ring fenced, by a defined boundary, and control can be fully handed to the contractor;

⁷ Defined in JSP 375 Volume 1.

- d. prior to work commencing on site, require their contractors, in conjunction with the CO / HoE to receive an up to date safety briefing relevant to the contracted undertaking;
- e. ensure that safety information that is obtained by their contract, which is relevant to the safety of the site or persons on or off the site, is made available to the CO / HoE;
- f. provide all CO / HoEs with contact details relevant to their project and agree with each the areas of accountability for health and safety on the site; and
- g. cooperate with the CO / HoE by, where appropriate, provide representation to the Site Safety Committee.

Allocation of Responsibilities and Demarcation Agreements

33. Where there is a division of responsibilities within the MOD or between the MOD and others, the AP is, on matters relevant to the APs duties, to cooperate and coordinate with the other party (or parties) as necessary to prevent danger.

34. Where MOD does not have control of the risk, i.e. where the work / project is clearly ring fenced by a defined boundary, the contractors are to comply with all relevant statutory instruments and are responsible for ensuring the safety of all persons within the defined and contracted boundary of the works and are responsible for managing the associated risks that may arise. The contractor is to operate a documented safe system of work in line with best practice, in accordance with the latest edition of the Management of Health and Safety at Work Regulations. In exercising its duty of care, MOD must cooperate and coordinate activities with the contractors.

35. Where a Contractor is responsible for part of a facility or an installation which may not be ring fenced by a defined boundary, the MOD through the appropriate authorities or Project Manager, is to cooperate and coordinate with the existing MMO in establishing temporary demarcation points. These are to be formally agreed in writing and supported with detailed plans or drawings. Copies of demarcations agreements with drawings showing demarcation points are to be sent to the AP for retention within the appropriate document registers.

36. Where a clear operational and maintenance responsibility exists, detailed by either scope of contract, supply agreement or within a project responsibility document and where identification of any shared equipment or access is clear and unambiguous there will be no requirement for any additional agreements to be put in place. A copy of the appropriate documentation referred to above is to be annotated by the appropriate AE and held in each system document register.

37. Where clarification concerning ownership and / or operation or where controlled access to equipment or areas is required, then the appropriate 'authority' should supply this in writing (copies of any correspondence being retained in document registers) and as required fit signage and / or labelling together with unique authority locks to the appropriate equipment or access to areas. The written document will include:

- a. the responsibilities to be accepted and the regulations to be complied with and procedures to be followed; and

- b. the demarcation of the supply authority equipment and their responsibilities to provide the supply, indicating the boundaries and operating procedures for their equipment.

38. The AE is to advise and agree on the arrangements and documentation for the demarcation of responsibilities. Where a separate demarcation document is to be drawn up then the nominated responsible person for each side of the demarcation is to sign and date the agreement. A copy of the signed demarcation agreement is to be held by each authority.

39. Each demarcation of responsibility is to be precisely detailed on appropriate plans, operational diagrams, schematic drawings and where appropriate electrical mimic diagrams. In all cases, the line of demarcation is to define a working area which can be completely isolated from the rest of the site, with defined points of isolation.

40. Where work is to be undertaken across a point of demarcation which involves equipment, systems or locations having significant risk, all parties are to liaise with the appropriate APs to plan the activity prior to commencement of the work. There must be an agreed written procedure for the work which is to result in the issue of appropriate documentation. This may involve the issue of safety documentation in accordance with JSP 375 Volume 3 and any other documentation relevant to a Safe System of Work across a system boundary.

41. Temporary project demarcation agreements are to define the transfer of responsibility and operational procedures and are to include:

- a. required controls to hand over and accept back systems; and
- b. changes that are likely to occur during the temporary transfer.

42. The demarcation needs to provide the necessary framework for ensuring that all controls and checks are in place to transfer and accept responsibilities. A standard form for both Permanent / Long Term and Temporary / Short Term demarcations are provided at Annex D.

Construction Works

43. Construction works are defined within the Construction (Design and Management) Regulations (CDM) and include construction, alteration, conversion, fitting out, renovation, installation, commissioning, repair, upkeep and removal of services. The procedures for CDM Works are covered in JSP 375 Volume 1 Chapter 33, and as such have not been duplicated here.

44. The Client or Project Manager of the construction works is to:

- a. ensure that the design and construction take account of the requirements of JSP 375 Volume 3, so they can be satisfactorily implemented throughout the life of the facility or installation;

- b. ensure that the effects of the works and the completed facility or installation upon the existing site infrastructure are fully understood and taken into account so as to ensure continuing compatibility; and
- c. ensure that familiarisation training is provided for those AEs and APs who are to be appointed for the management of the risk activities associated with the facility or installation on construction completion.

45. After a suitable period of familiarisation and on-site installation and equipment training the designated APs are to confirm their satisfactory completion of familiarisation training to the AE requesting appointment.

Competence

Suitability Criteria

46. CSAA is to:

- a. be an employee of DIO;
- b. have attained an engineering degree in Electrical, Mechanical, Structural, Civil or similar;
- c. hold current registration at Chartered level by an appropriate engineering accrediting body;
- d. possess good communication and interpersonal skills;
- e. have relevant experience of construction works and facilities maintenance;
- f. possess a detailed knowledge of JSP 375 Volume 3;
- g. be conversant with current Health and Safety legislation and regulations;
- h. be proficient in undertaking assessments and audits of personnel and processes; and
- i. have undertaken the role of SAA for at least one discipline.

47. The CSAA will appoint one of the existing SAAs to act as DCSAA and therefore the suitability criteria for DSAA is as that identified for a SAA.

48. SAAs are to:

- a. be an employee of DIO;
- b. have attained a degree in the designated specialism or other relevant subject;
- c. hold current registration at Chartered level by an appropriate engineering accrediting body;
- d. possess good communication and interpersonal skills;

- e. have relevant experience of construction works and facilities maintenance;
- f. possess a high level of knowledge of JSP 375 Volume 3 applicable to their specialism;
- g. be conversant with current Health and Safety legislation and regulations and holds the NEBOSH general certificate or equivalent;
- h. be proficient in undertaking assessment and audit of personnel and processes, and hold a minimum qualification of lead auditor; and
- i. have undertaken suitable accident and investigation training.

49. DSAs are to:

- a. be an employee of DIO;
- b. have attained a degree in the designated specialism or other relevant subject (or other suitable qualifications and experience to allow progress to Chartered Status);
- c. hold current registration at Chartered level by an appropriate engineering accrediting professional body (or be demonstrably working towards Chartered Status);
- d. possess good communication and interpersonal skills;
- e. have relevant in-depth experience of construction works and facilities maintenance;
- f. possess a high level of knowledge of JSP 375 Volume 3 applicable to their specialism;
- g. be conversant with current Health and Safety legislation and regulations; and
- h. be proficient in undertaking assessment and audit of personnel and processes.

50. The MMO are to:

- a. establish and maintain suitable and sufficient arrangements to discharge the requirements of this Chapter and the specific requirements of Chapters 3, 4, 5, 6 and 7;
- b. ensure they have sufficient dedicated licenced Authorising Engineers available to discharge the requirements of JSP 375 Volume 3 including for deputising arrangements;
- c. appoint sufficient Authorised Persons available to discharge the requirements of JSP 375 Volume 3 taking in to account the number and geographical spread of sites they are responsible for; and
- d. have in place ISO 45001 accreditation which covers the management and procedures for the control and discharge of the high-risk safe systems of work.

51. CAEs and AEs are to:

- a. be registered as a Chartered Engineer, Incorporated Engineer or Professional Health and Safety Practitioner (such as Chartered Member of the Institution of Occupational Safety and Health (CMIOSH)) with experience in the appropriate discipline. By exception the SAA may, at their discretion, issue an AE Licence to an individual who does not hold the required professional registration but, who has a sound technical engineering background and a proven track record of relevant experience in the type of installations and Safe Systems of Work;
- b. be conversant with current Health and Safety legislation and regulations and holds the NEBOSH general certificate or equivalent;
- c. be proficient in undertaking assessment and audit of personnel and processes, and hold a minimum qualification of internal auditor;
- d. have undertaken suitable accident and investigation training;
- e. be in a position to demonstrate how they have met the requirements of the appropriate tuition and training appropriate to AEs and APs as detailed in this chapter and the discipline specific chapters of JSP 375 Volume 3;
- f. be familiar with the different types of equipment, systems at significant risk locations for their areas of appointment on the MOD estate;
- g. be an employee of the MMO, a consultant engaged by the MMO, a MOD employee, or a member of the armed forces; and
- h. be able to confirm their competency and suitability for the role by demonstrating an appropriate understanding of the tasks involved and knowledge of JSP 375 Volume 3 work for each nominated specialism.

52. APs are to:

- a. be an employee of the MMO, be directly contracted to the MMO, a MOD employee, or a member of the armed forces. Consideration will not be given to APs where they are contracted through a third party;
- b. have an adequate knowledge of JSP 375 Volume 3, any agreed local variations, and of those regulations which are applicable to the equipment, systems or locations for which they are to be appointed;
- c. have successfully completed the appropriate tuition, training and equipment familiarity regime as detailed in this chapter and the discipline specific chapters of JSP 375 Volume 3; and
- d. be able to demonstrate through formal assessment by the AE their competency to be able to safely operate, and make safe to work on or in, the equipment, systems or locations for which appointment is sought and their knowledge of JSP 375 Volume 3.

53. SkPs are to:
- a. have a letter from the individual's employer attesting their competence together with, supporting evidence to support the attestation i.e. training certification, log book, etc; and
 - b. have adequate knowledge of the relevant parts of JSP 375 Volume 3, any agreed local variations, and those associated regulations and documents which are applicable to the installations, equipment or locations having significant risk on or within which work, or tests are to be undertaken.
54. Or, at the discretion of the relevant AP (where discretion is authorised by the AE):
- a. be able to demonstrate competence to undertake the work activities required;
 - b. be familiar with the types of installation, equipment or location that they are to be required to work in / on or test;
 - c. possess the necessary technical knowledge, skill and experience relevant to the nature of the work activities to be undertaken to prevent danger or, where appropriate, injury;
 - d. have successfully undertaken technical training in the required discipline and training administered by the organisations or bodies as specified for the particular specialism, or some equivalent form of training and experience acceptable to the appropriate AP or AE; and
 - e. have an adequate knowledge of the relevant parts of JSP 375 Volume 3, any agreed local variations, and those associated regulations and documents which are applicable to the installations, equipment or locations having significant risk on or within which work, or tests are to be undertaken.

Training Requirements

55. Training forms one of the key elements of competence of an individual to undertake a specific task. Each key role within this chapter will need training to ensure they are competent to continually undertake their role. The level of training will depend on the role and the prior knowledge and qualifications of the individual.
56. Prior to being appointed as either an AE or an AP training on the operation of these safety rules and procedures is required to be undertaken, where appropriate the training will include the Common Requirements set out in this chapter (See Annex C).
57. This training must meet the discipline specific learning outcomes detailed in Chapters 3 - 7 however, the method of delivery may be tailored to the individual's needs. Commercial courses may be utilised to deliver this training however the AE must ensure that the course meets the needs of the individual AP (or in the case of an AE the CAE must provide this assurance).
58. The requirement for training in the operation of these safety rules and procedures for AEs is to be determined by the CAE utilising the decision tree at Figure 1 and in conjunction with the individual AE. Once the AE has been issued a licence by the SAA (or

DSAA in the long-term absence of the SAA) then the CAE must ensure that an AE maintains their competency for undertaking the role and support their decisions by the completion of a risk assessment which is to be retained and made available to the SAA on request.

59. Should any of the elements reviewed be unsatisfactory or require attention then the CAE in conjunction with the AE will decide on a course of action be it CPD, training or other format needed to resolve the issue. Once that action is satisfactorily complete the CAE will verify the continued competence and make an appropriate record in the AEs logbook.

60. The training requirements for APs should be determined on a risk based approach and will be specific to the individual AP needs. This assessment should be undertaken by the AE during the annual audit by means of a completed risk assessment to be retained by the AE and made available when requested and the output should be documented within the APs logbook. The decision making framework in Figure 2 below should be used to decide on what training is applicable.

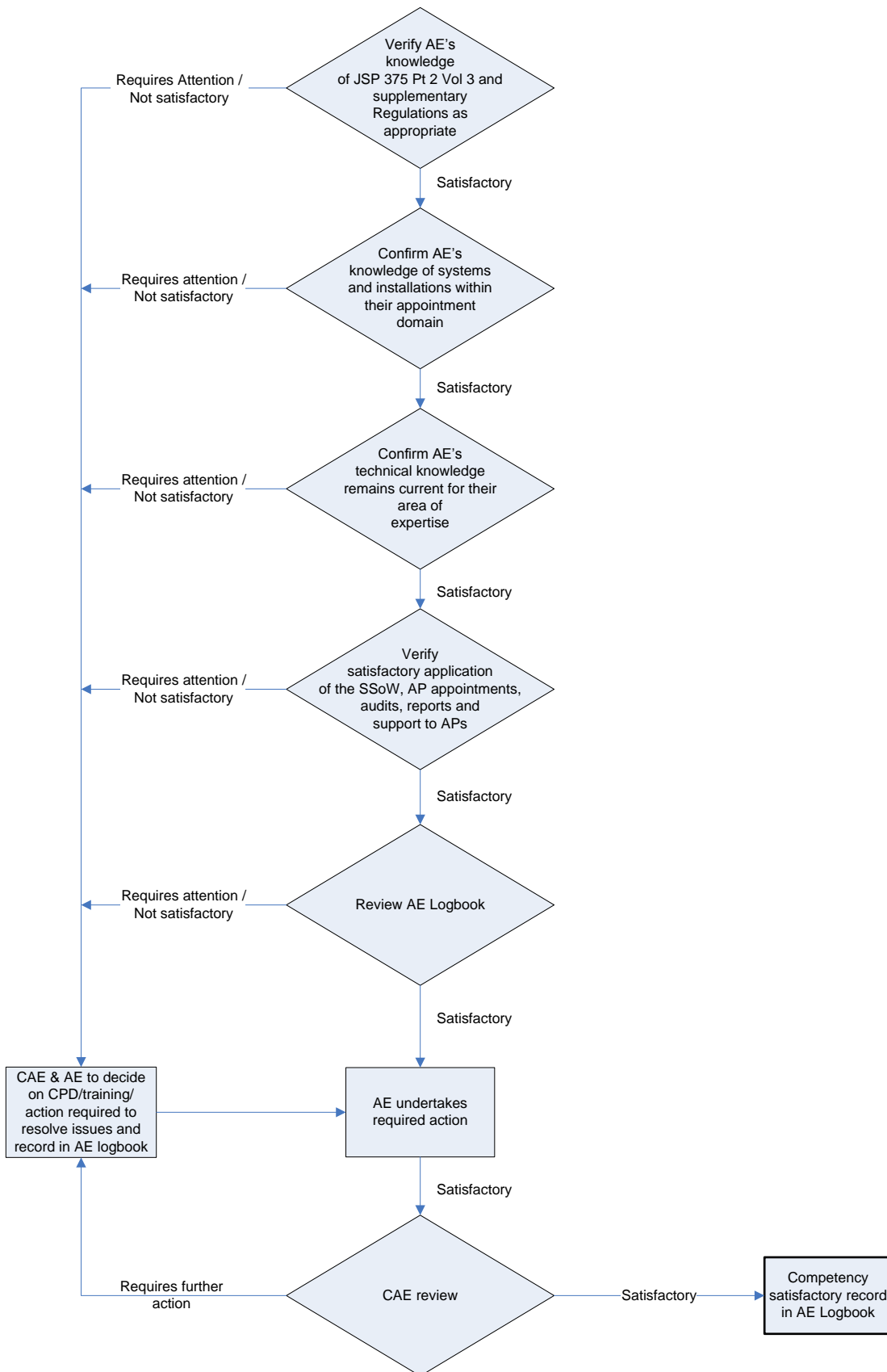


Figure 1 – Authorising Engineer Training Decision Process

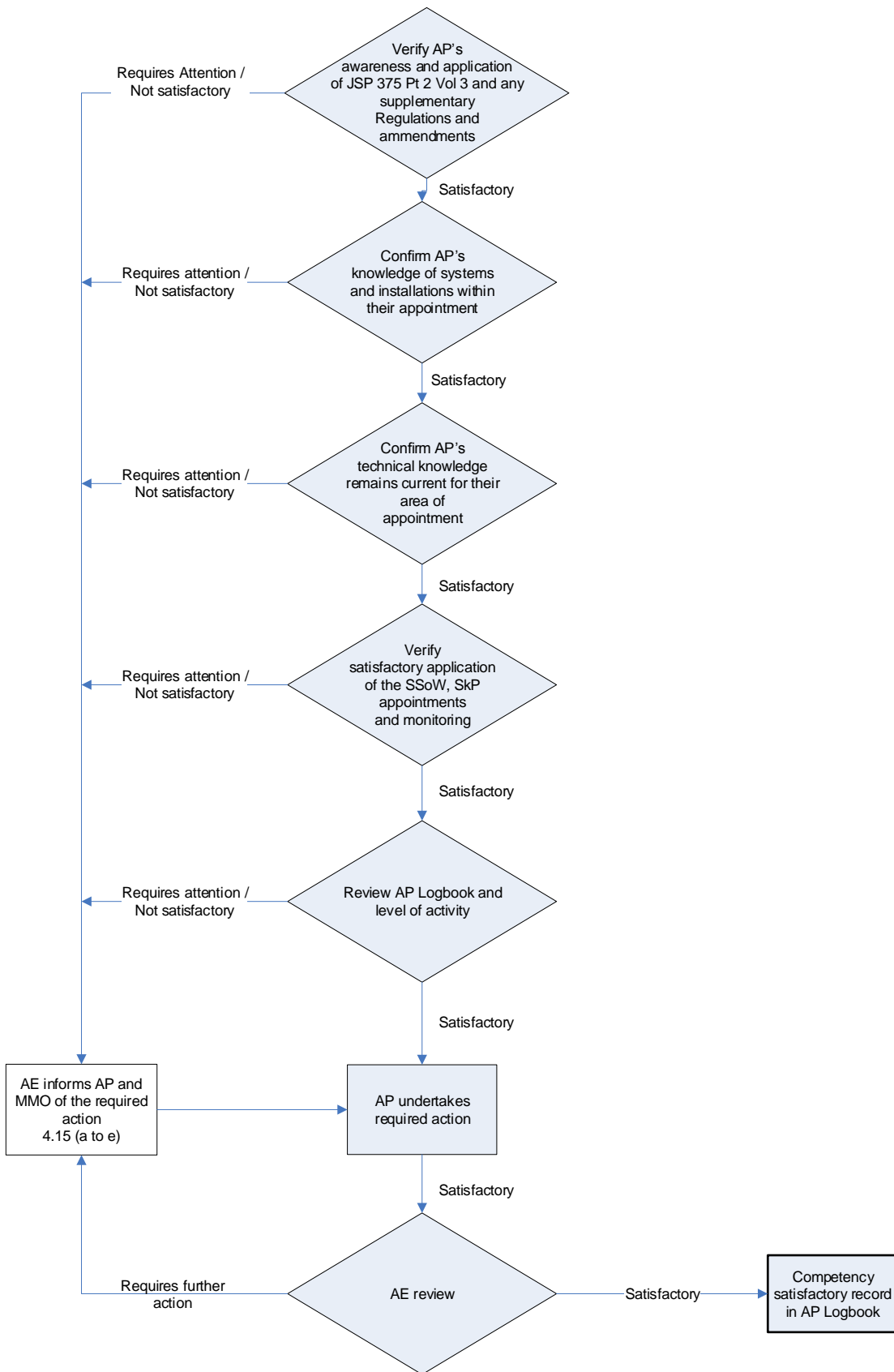


Figure 2 – Authorised Person Training Decision Process

61. The format of AP training will be at the discretion of the MMO and AE. The following delivery methods are considered suitable dependant on the requirements of the individual AP:

- a. one-to-one mentoring between AE and AP – recorded in AE and AP logbook;
- b. completion of scenario / technical exercise set by AE - recorded in AE and AP logbook;
- c. AP Workshop delivered by AEs as appropriate and duly certificated;
- d. training delivered by MMO to meet the training outcomes and duly certificated;
and
- e. training course delivered by a suitable external training organisation.

Site / System Familiarity

62. Dependant on the role to be undertaken the requirements for site or system familiarity will differ.

63. For an AE there is a requirement for them to be familiar with the types of system encountered across the estate. Where an AE does not have specific familiarity with a type of system their licence will be restricted. This system familiarity will be tested at initial interview and needs to form part of the ongoing competence requirements under the control of the CAE. Additions to the scope of the licence will require further assessment.

64. For an AP there is a requirement for both site and system familiarity. They must be familiar with the systems for which they are to provide authorising activities, and this must include their interaction with the sites for which they are appointed. They must be familiar with the site processes and procedures and with the specific arrangement of the systems such that the implications of any works for which the AP will undertake / oversee are fully understood prior to any operations / isolations taking place.

65. Where an AP covers a number of sites, they must be able to demonstrate their familiarity with each of these sites and associated systems to the satisfaction of the AE. Records of site familiarisation visits must be kept within the AP Logbook.

Assessment

CSAA and SAA

66. The assessment of competence for the CSAA and SAAs will be undertaken as part of the recruitment selection into the posts for which these roles are an integral part. As such a suitable 'expert' may be required to be part of the interview panel in accordance with the MOD Policy Rules and Guidance for Selection Interviewing. For the SAA posts this expertise will be the CSAA who, as Hd E&C, is Line Manager for the posts and therefore the chairman of the interview panel.

DSAA

67. The DSAA assessments will also be undertaken as part of the recruitment selection into the posts and will be undertaken primarily by the SAA as the line manager for the posts. Where appropriate additional 'expert' advice may be sought for the interview panel.

MMO

68. The CSAA will undertake a procedural assessment of the MMO, at Director level, in order to determine that the organisation has suitable and sufficient arrangements in place to effectively discharge the requirements of JSP 375 Volume 3.

69. On successful completion of this assessment the MMO will be issued a Licence by the CSAA to operate the function for the specific contract area.

70. To ensure ongoing suitability of the MMO and that the organisations management procedures remain suitable the CSAA will undertake a review on an annual basis.

CAE

71. The employer of the CAE has, in the first instance, a responsibility to ensure that any individual he employs with a view to becoming the CAE is suitably qualified and experienced in accordance with the suitability criteria defined elsewhere within this chapter.

72. In order that the MOD has the necessary assurance that the individuals are competent prior to them being appointed as the CAE, they will be subject to an assessment by the relevant CSAA (or DCSAA).

73. This assessment for the CAE will be a structured assessment interview concentrating on their management and coordination, of the delivery of the high risk Safe Systems of Work, and will be undertaken at a suitable location such that the prospective CAE can utilise the companies Information Management System (IMS) to demonstrate the systems and information that support their discharge of the function.

74. On successful completion of this assessment the prospective CAE will be issued a Licence by the CSAA to operate the function for the specific contract area.

75. To ensure ongoing suitability for the CAE role and that the organisations procedures remain suitable will be the subject of a CSAA Audit.

76. The CSAA may withdraw a licence at any time based on the findings of a CSAA Review or Inspection. The reasons for the withdrawal must be defined in writing and copied to the MMO. The CSAA and MMO will then determine the subsequent actions required. The CSAA will notify the relevant areas within MOD of the withdrawal and any subsequent impact this may have within a delivery mechanism

AE

77. The employer of an AE has, in the first instance, a responsibility to ensure that any individual he employs with a view to becoming an AE is suitably qualified and experienced in accordance with the suitability criteria defined elsewhere within this chapter.

78. In order that the MOD has the necessary assurance that the individuals are competent prior to them being appointed as an AE, they will be subject to an assessment by the relevant SAA (or DSAA). To enable the commencement of the assessment process, the prospective AE and CAE are to complete the AE Application Form, contained at Annex E, and forward to the relevant SAA.

79. This assessment for AEs will be a structured assessment interview concentrating on the five key elements of competence⁸ and will be undertaken at a suitable location such that the prospective AE can demonstrate their competence with respect to the systems for which they are seeking appointment.

80. On successful completion of this assessment the prospective AE will be given a Licence to operate on the defence estate.

81. Before appointment the prospective AE must not undertake audits except under the direct supervision⁹ of an appointed AE of the same discipline as part of a structured training plan.

82. Where there is a requirement to change the scope of a licence, the CAE in conjunction with the AE will decide on a course of action. On completion, the AE is to be reassessed by the SAA on the additional areas.

83. Maintenance of competence to ensure ongoing suitability for the AE role is the responsibility of the employer and it is the CAE's responsibility to ensure that suitable procedures are developed within their organisation to enable this (these procedures will be subject to the CSAA Audit).

84. The SAA may withdraw a licence at any time based on the findings of a SAA Review or Inspection. The reasons for the withdrawal must be defined in writing and copied to the CSAA and CAE. The CSAA, SAA and CAE will then determine the subsequent actions required. The CSAA will notify the relevant areas within MOD of the withdrawal and any subsequent impact this may have within a delivery mechanism.

AP

85. Prior to consideration for assessment as an AP the AE is to ensure that the individual being put forward meets the criteria for an AP. Where the individual does not meet this criterion, they should not be assessed or put forward for appointment.

86. APs are to be assessed by the relevant AE prior to them being appointed for AP duties. Before appointment they must not issue safety documentation except under the direct supervision¹⁰ of either an appointed AP or AE as part of a structured training plan.

87. The initial assessment for APs will be a structured interview assessment concentrating on the five key elements of competence and will be undertaken at a suitable

⁸ Skills, Knowledge, Attitude, Training and Experience.

⁹ Direct supervision; the supervising AE must be present with the prospective AE and sign or initial the prospective AE's documents and assume responsibility for the audits.

¹⁰ Direct supervision; the supervising AP or AE must be present with the prospective AP and sign or initial the prospective AP's documents and assume responsibility for the task.

location such that the prospective AP can demonstrate their knowledge with respect to the systems for which they are seeking appointment.

88. Where the AE deems the AP competent at the initial assessment the AE will issue a confirmation that they meet the appointment criteria and of competency so that the prospective AP can be given an appointment to operate on site. Where during an initial assessment the AE considers that the prospective AP is not yet fully competent, he will issue an action plan to cover the deficiencies.

89. Once appointed APs are to be assessed annually as part of the Annual AE Audit and the findings are to be documented within the AE audit report (see paragraph 220).

SkP

90. Prior to the issue of any safety documentation the AP must assure the competence of the SkP in accordance with the requirements of paragraph 53.

91. Following the assessment, the AP shall record their findings in the appropriate Safety Document Register together with copies of any supporting documents submitted as part of the assessment.

92. An AP may remove / suspend a SkP from the register at any time based on the findings of an audit or 'ad-hoc' inspection and their employer must be formally notified.

Appointment

93. The following key positions defined within this chapter require formal appointments (in writing) to enable them to undertake that role. These formal appointments are required to be accepted by the individual to ensure that they understand their role and the responsibilities associated with the undertaking of that role.

94. The CSAA is to be appointed in writing by the Head of Safety Environment and Engineering (Hd SEE).

95. The DCSAA is to be appointed in writing by the CSAA.

96. The SAAs are to be appointed in writing by the CSAA as Hd E&C.

97. The DSAAAs are to be appointed in writing by the relevant SAA as line manager of the posts under which their role sits. The CSAA may provide advice if required.

98. The CAE and AEs are to be appointed in writing by the MMO for which they are delivering the AE role. The appointment must be subject to the CAE / AE holding a Licence from the relevant SAA and maintaining competence to the satisfaction of the CAE. The AE appointment process is shown in Figure 3.

99. The APs are to be appointed in writing by the MMO following issue of a confirmation of meeting the criteria and competency by the AE. The AP appointment process is shown in Figure 4.

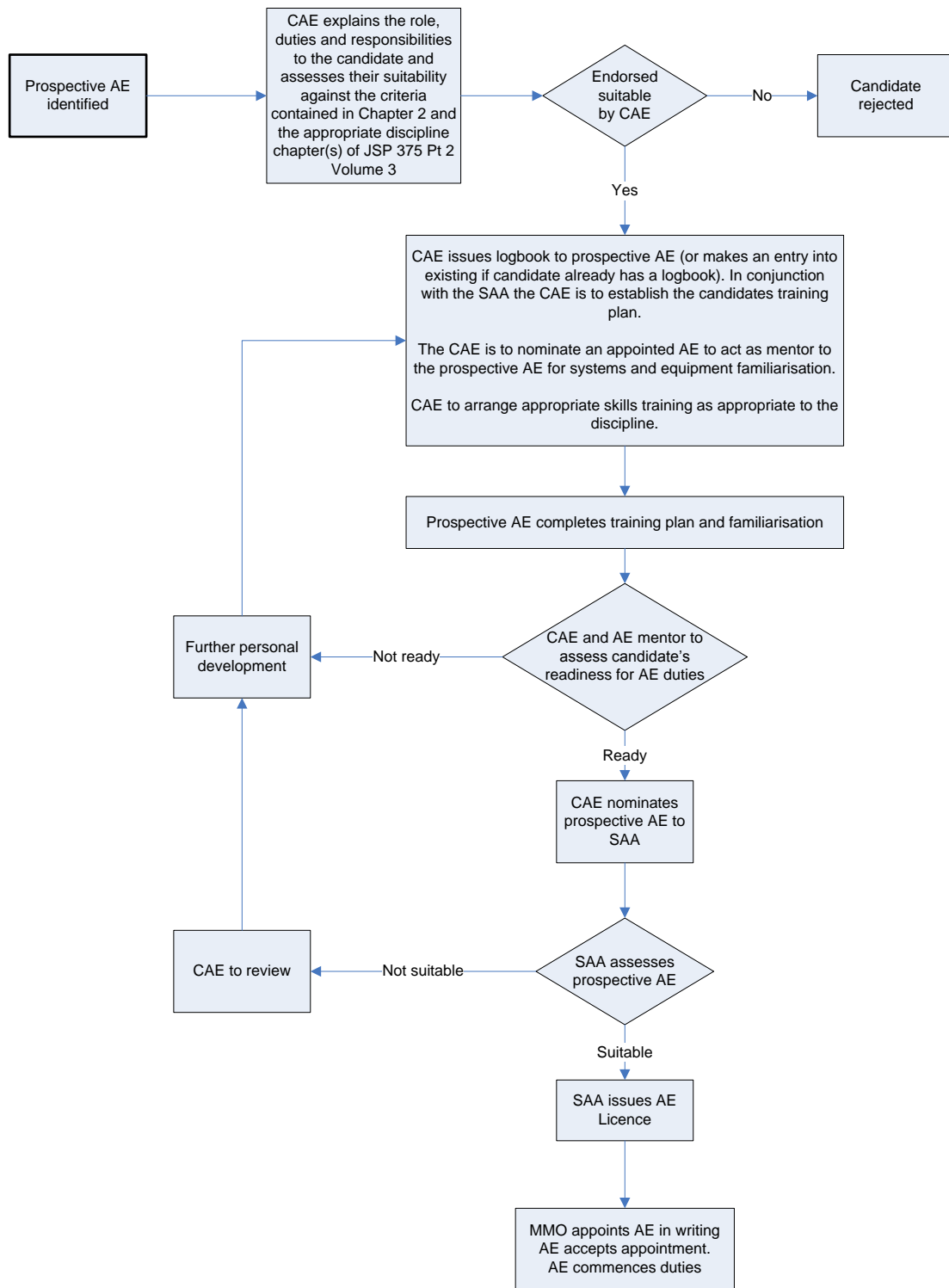


Figure 3 – Authorising Engineer Training and Appointment Process Map

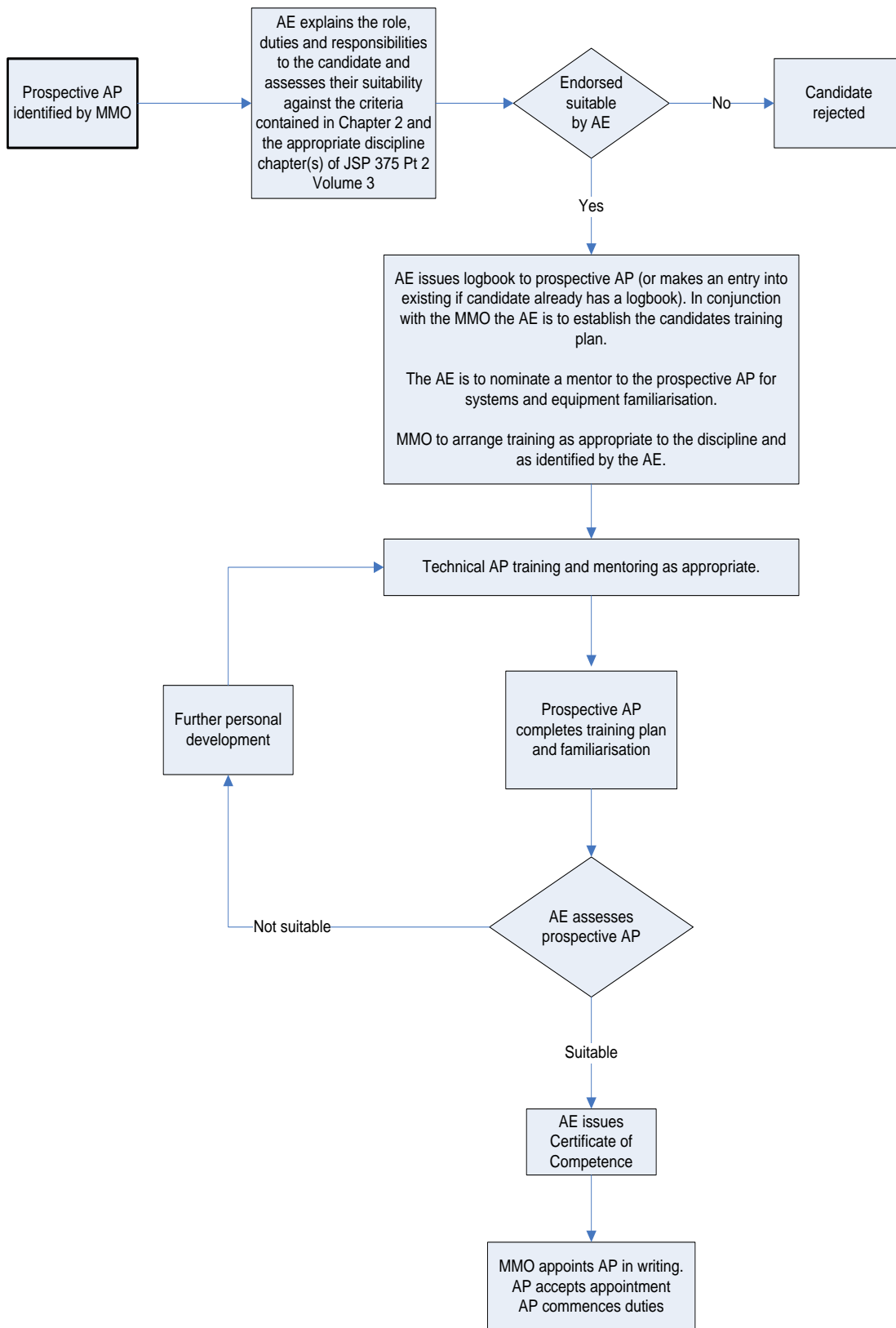


Figure 4 – Authorised Person Training and Appointment Process Map

Planning and Implementing

Risk Assessment

100. The Management of Health and Safety at Work Regulations require all employers (and self-employed persons) to assess risks to workers and any others who may be affected by their undertaking. Their application within the MOD sites is detailed in JSP 375 Volume 1 Chapter 8. Guidance is also provided within the publication 'Successful Health and Safety Management – HSG65' and 'Five Steps to Risk Assessment' published by the Health and Safety Executive.

101. The purpose of a Risk Assessment (RA) is to identify hazards, the persons affected and the degree of risk and to consider suitable means of controlling or eliminating the risk and recording how the control measures are to be implemented.

102. The MMO is responsible for ensuring that adequate specific RAs, Method Statements (MSs) and other related safety documents are in place before undertaking tasks.

103. Depending on the tasks to be undertaken or the hazard identified, additional RAs may be required from persons with the relevant specialist experience.

104. The AP's responsibilities include maintaining written copies of the RAs, MSs, Safety Programmes (SPs) and Emergency and Rescue Plans (E&RPs) reviewed.

105. The MMO and AP must ensure that there is a formal means of communicating the results of the RA and contents of the MS to persons involved in, or affected by, the work.

106. Discipline specific RA requirements are included in the relevant chapters of JSP 375 Volume 3.

107. Where RAs are produced by persons other than the AP they are to be reviewed by the AP. Where that RA has not been produced by the PiC the AP should ensure that the PiC countersigns it to acknowledge that he is aware of its contents. The same should apply to any MS, SP or E&RP.

108. Copies of any RA, MS or E&RP are to be kept with the relevant safety document.

AP Office and Document Centre

109. For each site the AP is to be provided an office which is removed from the normal MMO office environment where the documentation and equipment required by the APs, of all disciplines, can be housed securely. The provision of the AP office will allow the AP to concentrate on the production of safety documentation, skilled person interviews and other AP duties without interruption or interference from the normal office functions.

110. A Document Centre is required for a site, location or geographical area, as determined by the AE and approved by the CAE, CSAA and relevant SAAs. The MMO is to maintain a comprehensive list of the Document Centres for each discipline for each contract area they hold. A JSP 375 Volume 3 Document Centre is required for keeping:

- a. Site Operating Record, which is to be in a bound book form and laid out in accordance with Annex F;
- b. Safety Documents Register;
- c. Equipment Register;
- d. Safety documents;
- e. Site drawings;
- f. Other standard forms;
- g. access to Approved Codes of Practice applicable to all activities associated with JSP 375 Volume 3;
- h. access to the current version of all chapters of JSP 375 Volume 3;
- i. a register of SkPs;
- j. copies of safety documentation relating to activities associated with JSP 375 Volume 3, collated on a discipline basis; and
- k. copies of AE reports for all activities associated with JSP 375 Volume 3, collated on a discipline basis.

111. These documents are required to support the management of activities associated with JSP 375 Volume 3 and are, and will remain, the property of the MOD.

112. The Document Centre is to comprise lockable drawers or cabinets contained within the AP office.

Keys and Key Cabinets

113. The types of key dealt with are:

- a. Keys for Safety Locks;
- b. Keys for Safety Key Boxes;
- c. Authorised Person's Key;
- d. Access keys; and
- e. Suited lock keys.

Safety locks and Safety Key Boxes

114. Safety Locks (SL) are padlocks indelibly coloured red having one unique key. Each SL is to be marked with a unique identification number and its key is to be labelled with the same number. When the SLs are in use the safety keys are to be kept in a Safety Key Box (SKB).

115. SKBs are secure boxes with either two unique locks or one lock and the facility to fit a multi-hasp.

116. For Standard SKBs, each of the two unique locks is to have only one key, one being labelled "Safety Key Box-Person in Charge", and the other "Safety Key Box-Authorised Person". Both locks on the SKB must be released before access can be gained to the box.

117. For SKBs which have a multi-hasps facility, the unique lock is to have only one key, being labelled "Safety Key Box-Authorised Person". When in use the multi-hasps facility must have a multi-hasps fitted and each Permit to Work (PTW) issued against the isolation must have a corresponding unique padlock fitted to the multi-hasps. The key for the padlock in the multi-hasps must be classed as the PiC key and therefore cannot be removed from the multi-hasps until the corresponding PTW has been closed out.

118. After SLs have been applied to protect / isolate equipment, systems or locations having significant risk, the AP is to place the keys to the SLs in the SKB and secure both the locks of the SKB. The AP is to retain the AP's key and issue the PiC's key to the PiC. The PiC is to retain the PiC key until the permit is cancelled.

119. When not in use, SLs and their keys are to be securely stored.

Authorised Persons' Key Safe

120. An AP's Key Safe is a key safe with a combination lock which is to be prominently labelled. The AP's key to the Working Key Cabinet is to be locked in this key safe or held by the duty AP. No other keys are to be kept in this key safe.

121. All APs appointed for the equipment, systems or locations having significant risk are to know the combination to gain access to the AP's Key Safe. Other Authorised Key Signatories may be issued with the combination to the key safe if they require access to the Working Key Cabinet.

122. On suspension or termination of any AP's or Authorised Key Signatory's appointment, the AE or MMO is to ensure that the combination to the APs' Key Safe is changed and the other Authorised Key Signatories informed of the new combination to the key safe.

Access Keys

123. Access Keys are keys to locks that control access to areas that contain Systems that are subject to control under the various Chapters of JSP 375 Volume 3. Where controlled access is required keys and locks are to be unique except where a system of controlled suited locks is installed.

124. There is to be an auditable system for the management of all Access Keys on each site. The AE is to approve this auditable system and the procedures are to be documented in the Document Register.

125. This procedure is to detail who (and under what circumstances) has access to the keys. Keys must be uniquely labelled in accordance with the agreed management system to provide an auditable trail.

126. Ideally the AP should control the access to all Systems that are subject to control under the various Chapters of JSP 375 Volume 3. But it is recognised that this may not occur on some sites. Where the local client or third party retains control of the access to these areas, this must be formally recorded in the key management system.

127. Where Access Keys are held under the control of the AP details of these keys must be entered onto a Key List.

Suited Locks

128. The administration and use of suited lock systems is to be approved by the AE.

129. The duty AP is to control the issue of all keys to suited lock systems installed in connection with JSP 375 Volume 3 and the AE is to audit these control procedures.

130. Where keys to suited locks are issued, the issue, use and purpose intended for the keys is to be recorded in a Key Register specific to that system.

Key Issue Registers

131. Issue and receipt of Access Keys held under by the AP must be controlled under a Key Issue Register. When issuing or returning a key, Authorised Key Signatories must enter in the Register:

- a. details of the key;
- b. name and signature of the person receiving or returning the key;
- c. the date and time of issue;
- d. the signature of the Authorised Key Signatory;
- e. the date and time of return; and
- f. purpose of withdrawing key.

Procedures for Remote Sites

132. Where APs are not based at the Establishment or site for which they are appointed, the procedures described below are to be adopted.

133. A Document Centre and Key Cabinets, as required by paragraphs 110 to 113 inclusively, may be installed at the remote site to which APs have access at all times.

134. The Document Centre is to contain documents specified in JSP 375 Volume 3 relevant to the equipment and system on the site and to the operational requirements of that site, clearly and indelibly marked with the name of the remote site.

135. APs are to record their visits in the operating record and complete all necessary documentation relating to the visit and record accurately any work that has been undertaken, as required by JSP 375 Volume 3.

Electronic Documentation

136. The arrangements for the implementation of electronically produced safety documentation must be agreed in writing by the CSAA and a copy of the agreement filed in the relevant Document Register for the specific discipline.

137. No Electronic Document system is to be implemented until a trial has been undertaken and proven to be effective. The scope of the trial is to be agreed by the CSAA and the electronic system is to run in tandem with the standard hard copy system for the duration of the trial.

138. Electronic production of safety document is allowed provided the following criteria are strictly adhered to:

- a. they are printed onto an existing pre-printed pad (used as blanks) in order that the unique numbering and colour coding of documents is retained or,
- b. they are printed onto sheets from a blank pre-numbered pad with the same colour scheme as per the current documentation or,
- c. they are produced utilising a bespoke system in accordance with paragraph 150 below.

139. Pre-numbered pads are to be unique to prevent the possibility of duplicate numbers being used.

140. Where there is a specific requirement for countersigning of Safety Programmes / Safety Method Statements / Safety Plans a hard copy of the document showing any amendments must be retained in the relevant Document Register for the specific discipline.

141. The documents are to be printed onto current pads or blank pre-numbered pads to ensure that once printed the document is then 'locked' and cannot simply be edited electronically and re-printed with the same number.

142. Where a blank pre-numbered pad is used, the document must follow the format of the current documents and the same arrangements will apply for the use of duplicate documents.

143. All signatures, dates and times are to be manually entered as per current arrangements.

144. Safety checklists on PTWs / Sanctions To Test (STTs) are to be manually entered on the job as per current arrangements.

145. Schematic Drawings (or parts of) may be used within the Safety Documents or attached to the Safety Document. The drawings must contain the following information:

- a. serial number of the safety document;
- b. date;

- c. AP name;
- d. AP signature;
- e. PiC name; and
- f. PiC signature.

146. Any manual modifications to the safety documents by the AP during the course of implementation must be initialled by the AP and by the PiC.

147. Where a safety document which has been prepared and stored electronically, is re-used (repetitive task) the AP must include the following signed statement:

“I confirm the methodology has been reviewed and is valid for the equipment / location / task stated”

148. Where electronically produced documentation is used, and any manual modifications are required during implementation of the safety document, this must be indicated on the system used to store the electronic version of the safety document following completion of the task.

149. Hard copy documents must be stored in the respective Document Register. Electronically stored documents must be filed in an organised manner agreed by the CAE.

150. Where a bespoke system is developed to produce safety documents it is to be in accordance with HSG 250 and approved by the CSAA.

Operational Restrictions

151. DIO issued Operational Restrictions are contained within Safety Alerts (SAs).

152. Historically Operational Restrictions were found either in Policy Instructions (PI's) or Technical Bulletins (TB's).

153. On receipt of an Operational Restriction, the AP is to:

- a. acknowledge the receipt to the AE, indicating whether applicable to the site;
- b. record the receipt in the Operating Record;
- c. where applicable, place a copy, signed by each relevant AP appointed for the system or installation, in the Documents Register;
- d. where the equipment or system to which the Operational Restriction relates forms part of the appointed systems or installations, the AP is to:

(1) withdraw any Standing Instructions permitting operation of the equipment. Revised Standing Instructions, incorporating any Operational Restrictions, may be issued if practicable;

(2) disseminate any information as appropriate for action; and

(3) annotate any relevant diagram with a warning of the Operational Restriction and, where considered necessary, fix a notice to the equipment or location warning of the Operational Restriction.

154. The next steps to be taken in relation to the Operational Restriction, whether inspections or remedial works, are to be agreed with the relevant AE.

155. Once inspections or remedial works have been carried out, the results are to be reported to the relevant AE.

156. The completion of any inspections and remedial work arising from the Operational Restriction is to be noted in the Operating Record.

157. The AP is to ensure that copies of any inspection reports and details of any remedial work undertaken are:

- a. placed in the Documents Register;
- b. forwarded to the AE, who may be required to forward copies to the issuing authority; and
- c. The termination of an Operational Restriction is to be noted in the Operating Record.

158. The Operational Restriction is only to be removed on the authority of the relevant AE.

159. The termination of an Operational Restriction is to be noted in the Operating Record.

160. On termination:

- a. the copy of the Operational Restriction held in the Documents Register is to be overwritten with the word "CANCELLED" followed by the date of cancellation, countersigned by each of the APs and retained in the Document Register; and
- b. any Standing Instructions which incorporate the conditions of the Operational Restriction are to be withdrawn and replaced by new Standing Instructions.

161. Anyone receiving or discovering an Operational Restriction is to advise the AP. Unless the Operational Restriction has already been advised and copied to the AE, the AP is to forward a copy to the AE.

162. Any AE receiving or discovering an Operational Restriction without any indication of it having been advised to DIO is to forward a copy as soon as is practicable to the appropriate SAA at DIO.

Measuring Performance

Active Monitoring

163. Active monitoring is the review of activities to ensure that they are being undertaken correctly and will take the following form:

- a. SAA review of AEs;
- b. review of AE Audit reports;
- c. AE review of APs; and
- d. AP review of SkP.

SAA Review of AEs

164. The purpose of the SAA review is to provide assurance of the competence of the AE and the application of JSP 375 Volume 3. In order to provide the necessary assurance that the AE audit process is being undertaken in an effective and consistent manner across the estate the SAAs will undertake a programme of reviews.

165. AEs will only be reviewed for continued appointment for the MOD systems / equipment for which they are contracted and appointed. The review will be held on a site or sites that fulfil this requirement and whilst the AE is undertaking a full audit of the relevant SSoW. Variation from this process can only be agreed at the CSAA.

166. These reviews will be a structured review of the audit process of each AE appointment over a three year period and will be undertaken in parallel to the AE undertaking an Audit.

167. A programme of reviews will be produced and maintained by the CSAA and progress against the programme will be reported on the Assurance Dashboard (see paragraph 190).

168. The review will focus on providing assurance that the AE Audits are in themselves providing an appropriate level of assurance as to the state of implementation of JSP 375 Volume 3 and to enable identification of areas of strength, opportunities for improvement and dissemination of good practice.

169. Within 28 days of completion of a review the SAA / DSAs are to produce a report of the review and letter confirming the successful / unsuccessful reissue of the AEs licence and the applicable discipline areas which is to be forwarded to the CSAA, the CAE and AE. Significant issues are to be reported directly to the CSAA and CAE prior to the issue of the report and letter where appropriate.

170. The CSAA is responsible for the standard process and report within DIO Professional and Technical Services.

Review of AE Audit Reports

171. Each of the AE audit reports produced for the estate are sent to DIO in order to populate the Assurance Dashboard.

172. The SAA / DSAs will review each of the audit reports which are deemed to be 'unsafe' or 'safe with caveats' within 28 days of receipt.

173. The SAA / DSAs will review at least 5% of the audit reports deemed to be 'safe' as a percentage over a 12 month period.

174. Where appropriate the SAA / DSAA is to provide feedback to the CAE and AE.

175. The review of AE Audit Reports is to be reported on the Assurance Dashboard

AE Review of APs

176. Under paragraph 86 there is a requirement to conduct an assessment of each AP as part of the annual audit, every effort should be made to coincide the audit with a period of AP activity to allow active monitoring of the AP whilst carrying out their role and discharging their duties. Where this is not practicable consideration should be given to an interim visit during a period of AP activity or applying a gate control methodology on an activity, allowing the AE to carryout active auditing of a job, stage by stage.

AP Review of SkPs

177. A monitoring regime is to be implemented to enable the AP to periodically review the performance of the SkP in relation to work being carried out under the formal safe system of work. In particular, it should assess the adherence to the requirements of the following:

- a. the relevant Chapter;
- b. the task risk assessment and method statement; and
- c. any safety documentation issued for the task.

Reactive Monitoring

178. Reactive monitoring is the review of activities after an accident, incident or dangerous occurrence in order that the causation can be identified, and steps put in place to minimise the likelihood of reoccurrence. Reactive monitoring will take the form of inspections.

179. Inspections can be 'ad-hoc' or investigations undertaken by an SAA, DSAA, CAE or AE in response to a particular trigger. These triggers include but are not limited to:

- a. review of AE audit report;
- b. accident or incident report;
- c. continuous monitoring;
- d. SAA review;
- e. concerns being directly raised;
- f. near miss reporting;
- g. dangerous occurrence reporting;
- h. enforcement authority action; and

- i. accident data review.

180. There is no set format for the output of an inspection however, a written report is required to be produced within 28 days of the inspection taking place. The inspection report is to be submitted to the appropriate authority (who will determine the appropriate circulation).

181. The CSAA will maintain a log of all SAA inspection reports for 'Learning from Experience' purposes and will share pertinent information at the CAE Steering Group.

182. The CAE will maintain a log of all AE inspection reports for 'Learning from Experience' purposes and will share pertinent information at the CAE Steering Group.

Incident Reporting

183. For infrastructure activities governed by this document, the PiC / Skilled Person is to immediately notify the AP of all safety and environmental accidents¹¹, incidents¹² and near misses¹³ which occur on the defence estate or may indicate a short fall in the safety management arrangements within. This does not preclude any obligation to report the accident / incident through their own employer organisation or appropriate regulatory authority (e.g. the HSE where required to do so under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations).

184. The AP shall immediately notify the AE who is to assess the magnitude of the risk posed by the incident and ensure that:

- a. Events assessed as having a high risk are reported immediately and directly to the CSAA, relevant SAA and the Chief Environmental and Safety Officer, Defence Infrastructure Organisation (Principal Safety Advisor DIO) at DIO-CESO@mod.uk¹⁴;
- b. Events assessed as lower risk are emailed to the relevant SAA at dio-dptsdefects@mod.uk within five days of being identified.
- c. All such accidents, incidents and near misses irrespective of the level of risk, are reported to the MOD host (e.g. DIO Senior Infrastructure Manager (SIM) or DIO Project Manager for Regional Prime Contracting or the responsible TLB MOD Manager).

185. Note: the MOD host is responsible for notifying nominated persons, recording and reporting accidents, incidents and near misses i.a.w. JSP 375 Volume 1 Chapter 16 and any local or TLB specific instructions.

186. Notwithstanding the requirements of the paragraphs above, Principal Safety Advisor DIO is to be notified immediately (01213113228 or DIO-CESO@mod.gov.uk) of the

¹¹ Accident – An injury or occupational disease to a person or event which caused/had the potential to cause a RIDDOR reportable Dangerous Occurrence.

¹² Incident – (a) An event which causes pollution, loss or damage to the natural environment, property, plant or equipment; or (b) An intervention or enforcement notice from an internal or external regulatory body.

¹³ Near Miss – An event, while not causing harm, has the potential to cause injury, ill health or damage, including to the natural environment, but which was avoided by circumstance or through timely intervention.

¹⁴ Principal Safety Advisor DIO authors JSP 375 Volume 3 Chapters 2-7 on behalf of Director/Defence Safety and Environment Authority and requires this information to monitor the suitability of the management arrangements within; inform investigation or audit requirements; and notify Director General DSA MOD of potential enforcement authority intervention.

occurrence of any accident or incident that has prompted a report to, or the involvement of, an enforcing authority.

Continuous Monitoring

187. Monitoring is a continual informal process to be undertaken by the CSAA, SAAs, DSAs, AEs and APs. Its purpose is to observe the implementation of the processes and procedures required by JSP 375 Volume 3. It serves, with audit and review, to assure the Secretary of State for Defence that their Health and Safety policy is being fully and correctly implemented.

188. Where monitoring identifies a deficiency in the implementation of the processes or procedures a formal review is to be undertaken and reported appropriately.

189. Where monitoring identifies best practice this should be communicated throughout the JSP 375 Volume 3 community.

Reviewing Performance

Assurance Dashboard

190. In order to provide the necessary assurance of the implementation of JSP 375 Volume 3 an 'Assurance Dashboard' is used to capture data from a number of sources and represent it graphically. This dashboard is provided to the DIO Executive Committee Infrastructure Board (ECIB) on a quarterly basis. At the same time the dashboard will be circulated to the Head SEE for visibility.

191. The majority of the data to populate the dashboard is generated automatically from the AE Audit Reports. The Assurance Dashboard relies on the completion of the Audit Reports in line with the AE Audit Report Template which is a Microsoft Excel® workbook and is available in electronic format from the CSAA.

192. The Assurance Dashboard represents each delivery area and is split into a number of Key Performance Indicators (KPIs). These KPIs are split into four 'pillars' of assurance:

- a. Competence; provides assurance that the key positions within the JSP are filled with competent individuals i.e. SAA, DSAA, AE and AP;
- b. Coverage; provides assurance that all areas / sites which are required to use the JSP are subject to the Audit process undertaken on behalf of the Department by the network of AEs;
- c. Application; provides assurance through the AE Audit Function, the SAA targeted review of AE Reports, the Discipline Specific Working Groups etc. that the various elements of the JSP are being implemented in a consistent manner; and
- d. Action Reporting; provides assurance that appropriate actions are being identified and acted upon to ensure that the highest standards are maintained in terms of the systems applied in these 'high hazard' areas.

JSP 375 Volume 3 Assurance Statement to DSA.

193. The CSAA will utilise the data from the Assurance Dashboard to provide the necessary assurance statement for inclusion in the DIO assurance statement which is submitted to the DSA on an annual basis.

CAE Steering Group

194. The CAE Steering group is to be held on a quarterly basis and is to be chaired by the CSAA.

195. The Terms of Reference for the CAE Steering Group are held by the CSAA.

196. The CAE Steering Groups aims are to:

- a. share best practice;
- b. 'Learn from Experience' (LFE);
- c. highlight areas for improvement associated with JSP 375 Volume 3; and
- d. task the Working Groups for the consideration of specific issues and or deliverables.

Working Groups (WGs)

197. The CSAA / SAAs are responsible for forming and managing WG. The CSAA WG having responsibility for Chapters 1 and 2, and the SAAs WGs for the chapter specific to their individual discipline. The purpose of the WG is to maintain and develop the relevant chapter(s) of JSP 375 Volume 3, and to assist the SAA in the development and incorporation of feedback (good practice and lessons learnt).

198. The WGs will have functional responsibility to the CSAA / CAE Forum. The CSAA / CAE Forum will also have the authority to task the WGs as and when required.

199. The CSAA / SAA or their nominated representative is to chair the WG.

200. The Working Groups are to be limited in numbers to ensure that they remain efficient and effective with respect to the deliverables to the Chapter. Attendance is to be limited to those that administer the safe system of work. The SAA is to request, via the CAE, those individuals they wish to attend the WG.

201. For the CSAA WG the members of the core WG are to be nominated by the representatives of the CSAA / CAE Forum.

202. WGs' primary function is to:

- a. Assure alignment with legislation and Chapter 2;
- b. identify and resolve problems with the practical implementation of the regulations such as mistakes, inaccuracies, poor description, misinterpretations within the pre-printed documentation, ranging from the regulations themselves

through to the safety documentation and proposing associated changes in the rules and procedures;

c. identify areas where it appears that these rules and procedures are failing to control the danger in line with UK legislation and propose amendments to address the shortfall;

d. identifying areas of emerging good / exemplar practice and proposing associated changes in the rules and procedures; and

e. identifying and responding to changes in UK legislation, discussing the impact of these changes and confirming what if anything requires changing in JSP 375 Volume 3.

203. To ensure that any proposed changes to an individual chapter have no adverse effect on another section, and to maintain a unified standard where appropriate, the CSAA / SAA or nominated representative are to table the changes at the CSAA / CAE Forum. The CSAA / CAE Forum will if appropriate task additional WGs to look at the proposed changes, with a view to either incorporating the changes, providing feedback on any areas of conflict or confirming that there is no conflict.

204. The frequency of the WG meetings will be set by the CSAA / SAAs and will be dependent on the current issues associated with the specific chapters.

205. Each WG should meet at least annually.

206. In addition to any proposed changes to the chapter(s), WGs are to provide guidance on the potential impact on resource for any proposed changes. The guidance will at this stage be subjective and should be qualitative. The statements required will be:

a. "Additional resource likely to be required"

b. "Less resource likely to be required" and

c. "No change to resource likely to be required".

Feedback Process

207. Feedback of information relating to either success or failure is an essential element in an assurance system; it allows confirmation that the systems remains fit for purpose and / or identifies areas where improvement may be required. This section describes the process of reporting any issues with the implementation, operation or compliance with JSP 375 Volume 3. Feedback of information from routine assurance visits reported during audit or monitoring is covered by paragraph 220 and for Working Groups at paragraph 197.

208. The following are considered as areas which require feedback:

a. Dangerous Occurrence (as defined under RIDDOR). L73 - A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 Schedule 2 provides a list of RIDDOR Dangerous Occurrences;

b. An unsafe Act or Condition;

(1) Unsafe Act - Performance of a task or other activity that is conducted in a manner that may threaten the health and / or safety of an individual; or

(2) Unsafe Condition - A condition in the workplace that is likely to cause property damage or injury.

c. A Near Miss - an unplanned event that did not result in injury, illness, or damage but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage. Although human error is commonly an initiating event, a faulty process or system invariably permits or compounds the harm and should be the focus of improvement;

d. Failure to apply JSP 375 Volume 3. Examples are:

(1) Work being carried out without appropriate authority:

(2) Equipment that cannot be operated in compliance with the JSP;

(3) Areas where the JSP cannot be applied as to do so would result in an unsafe act or condition.

(4) Areas where the JSP, when applied, prevent the activity from being undertaken.

e. Errors, omissions or conflicts in JSP 375. Example are:

(1) Conflicts between the JSP and Statute or industry standards.

(2) Typing errors or omissions in the JSP.

(3) Emerging good or best practice.

209. For feedback resulting from serious incidents, unsafe acts, unsafe conditions, near misses or Dangerous Occurrences (as defined under RIDDOR) that occur on the defence estate, then the requirements detailed in paragraph 178 apply.

210. Where an incident occurs during a work activity the person carrying out the activity is to cease work, make safe and erect signage where the hazard remains, they are to report the incident to the MMO Site Manager and AP prior to leaving the point of work. Any safety documentation in force is to be cancelled and the activity is not to recommence without the written approval of the AP.

211. Any incident reported at paragraph 178 is to be formally investigated utilising the MMOs auditable system and a report submitted via the CAE to the SAA. The SAA will record and review all incident reports and action as appropriate.

212. The SAA will put in place a monitoring system that enables trends to be identified and the production of Safety Alerts, etc. and / or revisions to the chapter of the JSP 375 Volume 3 as appropriate.

213. Where an emerging good or exemplar practice is identified this is to be disseminated by the MMO to the SAA in a report via the CAE or directly by the CAE at the CSAA / CAE steering Group.

Auditing

DSA Audit

214. Audits will be conducted by, or on behalf of, Director General of DSA at intervals determined by DSA and will include, but are not limited to:

- a. DIO's monitoring and auditing processes; and
- b. site audits and policy implementation.

Principal Safety Advisor DIO Audit

215. Audits will be conducted by, or on behalf of, Principal Safety Advisor DIO at intervals determined on a risk based approach to ensure that DIO's Health and Safety governance structures, processes and procedures are suitable and sufficient and are being applied.

216. Audits are to identify areas of potential risk and any noncompliance. Items to be covered are, but not limited to:

- a. competence;
- b. assessments of AEs;
- c. SAA Review of AEs;
- d. AE Audits received and reviewed;
- e. SAA Inspections;
- f. performance;
- g. JSP 375 Volume 3 maintenance and improvement;
- h. processes; and
- i. Action Planning.

CSAA Audit

217. To provide assurance that the necessary processes to support the assurance model are in place and effective audits will be conducted by the CSAA within 6 months of a contract 'go live' date and then at a frequency deemed necessary by the CSAA. These audits will focus on the CAEs. Items to be covered are, but not limited to:

- a. audit programmes;
- b. AP coverage;

- c. AE coverage and deputy arrangements;
- d. AE competence and development; and
- e. management and control of training.

218. The output of the CSAA Audit will be recorded on a standard audit format which will also provide data for the population of the Assurance Dashboard.

219. The CSAA audit report will be circulated to the CAE and SAAs no later than 28 days after the completion of the audit. Should significant issues be identified the CSAA may raise these within the estate delivery area.

AE Audit

220. The purpose of the AE audit is to provide assurance of the competence of the APs and the application of JSP 375 Volume 3.

221. Additionally, the AE will confirm that the MMO is maintaining information / records and completed documentation / maintenance and that, records exist at the site level to support an adequate level of coordination in any specific discipline and as befits the level of activity and system risk.

222. Following each AE audit, the AE will undertake a wash up and inform the SIM of any significant issues. It is expected that the wash up meeting should be attended by the SEFM, HoE or Representative and the SADM.

223. Each document centre is to form the basis of the AE audit, this may cover remote sites assigned to that document centre. In order that coverage is identified and maintained the CAE is to provide to the CSAA an audit programme detailing the principle locations, including the associated sites, for which an audit report will be produced and a statement to confirm that all sites within the scope of the delivery area are encompassed.

224. An audit report is to be produced, at least annually, for each principal location in accordance with the agreed CAE audit programme. Where the audit outcome deems it necessary the AE is to increase the frequency of audit to maintain assurance.

225. Scope – The audit will include the people, documentation together with a representative sample of the systems, installations and equipment. The method to achieve this is a combination of:

- a. Office based element – This inspection is to go into sufficient detail in order that the AE can provide the necessary assurance of compliance with the relevant chapter of JSP 375 Volume 3; and
- b. Physical inspection element – This inspection is undertaken with the primary purpose of verifying the AP is operating in compliance with the relevant chapter of JSP 375 Volume 3. This may give rise to secondary ‘duty of care’ observations:

(1) Primary Purpose – Is to verify:

- (a) AP familiarity;

- (b) AP competence;
 - (c) AP control of work; and
 - (d) validation of documentation raised.
- (2) Secondary Purpose – Is to maintain AE familiarity but, may give rise to 'duty of care' observations such as:
- (a) safety related issues;
 - (b) physical condition; and
 - (c) statutory compliance.

226. Where 'duty of care' observations are identified and are specific to the discipline they should be recorded in the audit report.

AE Audit Report

227. The audit report is to record and demonstrate compliance with JSP 375 Volume 3.

228. The report is to include both qualitative and quantitative assessment of the compliance.

229. The use of a RAG system (Red, Amber, or Green) is to be applied to all qualitative and quantitative outcomes in the report.

230. Qualitative - This is an assessment by the AE based on the findings of the audit and their professional opinion and is to answer the following two questions:

- a. Is the system safe to continue? - This assessment is based on the applicability of the JSP, the standard of the equipment and installations, the compliance and application by the site(s) of the JSP and the competence of those individuals employed in managing compliance with the JSP.
- b. Is the Authorised Person safe to continue? - This assessment is based on the competence of the APs (their knowledge, experience, training and level of activity) and their application of and compliance with the JSP.
- c. The resulting answer to each question is either:
 - Safe to continue;
 - Safe to continue subject to caveats, or;
 - Unsafe to continue.

231. Where the outcome is other than safe to continue, the assessment is to be supported by a summary of the significant issues which resulted in the outcome and any caveats or interim control measures put in place.

232. Quantitative - All elements reported on in the audit are to be subject to a quantitative assessment, the key areas are covered below, the definitive areas are identified in the audit report template:

a. Authorised Persons - This section of the report is to cover the APs appointed for the site(s) and is to include, but not be limited to;

- (1) training;
- (2) resources;
- (3) logbook;
- (4) competency;
- (5) site and equipment familiarity; and
- (6) a table is to be produced for each AP identifying the scope of the appointment, level of training and level of activity on the site(s).

b. Safety Documentation - This section of the report is to cover the documentation held or produced in support of compliance with the JSP and is to include, but not be limited to;

- (1) risk assessments;
- (2) method statements;
- (3) client approvals;
- (4) safety documentation;
- (5) operating records;
- (6) document registers;
- (7) demarcation agreements;
- (8) safety alerts and operational restrictions; and
- (9) dangerous incidents / conditions / occurrences / practices, injuries and diseases.

c. Designated Personnel - This section of the report is to cover those personnel involved in the management and application of the JSP. It is to cover the Skilled Persons appointed for the site(s) and any site-based personnel who have delegated responsibility for the management of or compliance with the JSP and is to include, but not be limited to;

- (1) Skilled Persons;
- (2) Accompanying Safety Persons;
- (3) Operating Authorities; and
- (4) Hazardous Area Managers.

d. Safety Equipment - This section of the report is to cover safety equipment and control at the site(s) and is to include, but not be limited to;

- (1) access control;
- (2) signs, locks and locking devices;
- (3) safety key boxes and mimic panels;
- (4) test equipment and test probes; and
- (5) RPE and PPE.

e. Site, Systems, Installations & Equipment Documentation - This section of the report is to cover site, systems, installations and equipment documentation and control at the site(s) and is to include, but not be limited to;

- (1) as installed drawings including buried services;
- (2) operation and maintenance manuals;
- (3) maintenance records and certification; and
- (4) statutory records and certification.

f. Site, Systems, Installations and Equipment Inspection - This section of the report is to cover site, systems, installations & equipment inspections carried out at the site(s) and are to detail the systems, installations and equipment inspected and the nature of the inspection; and

g. Supporting Information - The report may include additional supporting information not included in this section, to support the findings and outcomes of the audit.

233. The quantitative assessment provides a compliance 'score' against the requirements of JSP 375 Volume 3 and will be used for benchmarking.

AE Audit Report Action Plan

234. The report is to include two action plans:

- a. actions relating to compliance with JSP 375 Volume 3, which are to be assigned to the MMO; and

- b. actions relating to the infrastructure or site records, which are to be assigned to DIO or appropriate establishment authority.

235. The Action Plans are to include actions required as an outcome from the current audit, and actions not closed out from the previous audit report. The actions raised are to be SMART¹⁵ and assigned to an individual or role, who has the resource, ability and authority to discharge the action.

AE Audit Report Format and Distribution

236. On completion of an audit, the AE is to complete a report of the findings. The format of the report is to be in accordance with the AE Audit Template as this allows the automatic population of the Assurance Dashboard. The report shall be submitted electronically to dio-ptsaudits@mod.uk no later than 28 days after the completion of the audit unless, carried out in conjunction with an SAA review of the AE when it should be submitted within 14 days of the audit.

237. The AE audit template format is published as a Practitioner Guide for current contracts. For future contracts such as NGEN the AE audit template is to be a mandated requirement in order that the Assurance Dashboard can be fully populated.

AE Audit Review

238. Where the AE deems it appropriate, they are to carry out an interim review of a site or Authorised Person. This can be either a desk exercise or a site visit. It is to include, but not be limited to a review of:

- a. the current action plan; and
- b. the level of familiarity and training of an Authorised Person.

239. The requirement to carry out a review is to be considered where:

- a. monitoring identifies deficiencies in the application or implementation of JSP 375;
- b. an incident, unsafe act, unsafe condition has occurred; or
- c. an audit identifies it as necessary.

240. Where a review identifies significant findings then it is to be documented and the CAE and MMO notified. In addition, where the CAE considers it appropriate the SAA is to be notified of any findings.

¹⁵ Specific, Measurable, Attainable, Realistic, Timebound.

Acknowledgements

This document has been produced by a joint Defence Infrastructure Organisation / Ministry of Defence / Industry Working Group comprising representation from the following contributing companies, organisations and individuals:

Amey Defence Services
Atkins
Babcock
Carillion
Defence Infrastructure Organisation
Interserve
Serco
Sodexo
Turner Facilities Management Limited

Logbook

1. The logbook is intended to provide a record of attainment and experience of the individual both as a means of supporting a curriculum vitae and a means of demonstrating that site familiarity and appropriate personal development are being maintained.
2. The contents of the logbook may include:
 - a) a current work experience record which includes qualifications, work experience and training with specific reference to the relevant chapter(s) of JSP 375 Volume 3;
 - b) appropriate certificates (or copies thereof) of relevant training together with a record of all training undertaken and a programme for that required (including refresher training);
 - c) licence and / or appointment as appropriate;
 - d) practical training and site familiarity records;
 - e) a chronological record of relevant experience;
 - f) simple diary records to record relevant day to day activities;
 - g) a record of assessments performed of others;
 - h) a chronological record of audits performed; and
 - i) CSAA / DCSAA / SAA / DSAA or AE authentication's as appropriate.
3. Where individuals hold more than one appointment a single logbook may be used to avoid duplicating core material (i.e. CV and training records) with sectioned elements for discipline specific information.
4. Specific contents of the logbook may be kept in either hard copy or electronic format. Auditable references should be made from each logbook section to where hard or electronic material is held or maintained where this is not kept within the logbook itself.

Learning Outcomes

Background and Awareness Training for MOD Safe System of Work Practitioners

1. This subject is made up of the following modules:
 - a. Overview of MOD and Defence Infrastructure Organisation and their relationship
 - b. MOD Safe Systems of Work including relevant legislation
 - c. Roles, Duties and Appointment of Safe System of Work Personnel
 - d. Principles of Risk Assessment
 - e. Principles and Purpose of the Audit Process; and
 - f. Behavioural and Structured Situational Interviewing.

Module 1 Overview of MOD & Defence Infrastructure Organisation and their relationship

2. Outcomes – The delegate should be able to:
 - a. describe the Health and Safety system in MOD;
 - b. explain the relationship between MOD and Defence Infrastructure Organisation;
 - c. describe the role of Defence Infrastructure Organisation;
 - d. describe how the MOD Health and Safety system applies to Defence Infrastructure Organisation; and
 - e. name the types of Defence Infrastructure Organisation professional and technical documents and describe their relationship.

Module 2 MOD Safe Systems of Work including relevant Legislation

3. Outcomes – The delegate should be able to:
 - a. explain the hierarchy of Health and Safety Legislation;
 - b. list the Health and Safety Regulations common to all disciplines;
 - c. recall the outline requirements of each Regulation;
 - d. explain the role of Approved Codes of Practice and Guidance;
 - e. describe the relationship between legislation and MOD safety rules and procedures; and

- f. define the terms statutory, mandatory, practicable and reasonably practicable.

Module 3 Roles, Duties & Appointment of Safe Systems of Work Personnel

- 4. Outcomes – The delegate should be able to:
 - a. describe the MOD Safe Systems of Work hierarchy;
 - b. state the roles of the Safe System of Work post holders;
 - c. identify each of the various appointments and outline their duties;
 - d. state the duties of the Authorised Person;
 - e. demonstrate understanding of the Appointment process relevant to an individual's appointment; and
 - f. explain how the Skilled Person becomes the Person in Charge; and
 - g. state the duties of a Person in Charge.

Module 4 Principles of Risk Assessment

- 5. Outcomes – The delegate should be able to:
 - a. recall the legal requirement for carrying out risk assessments;
 - b. define hazard and risk;
 - c. describe the methods of hazard identification;
 - d. state the HSE 5 steps to risk assessment;
 - e. describe a simple method of assessing risk;
 - f. use the 5 steps to produce a risk assessment;
 - g. discuss a risk assessment produced with regard to a task and identify any omissions or possible improvements; and
 - h. explain the role of risk assessments in Safe Systems of Work.

Module 5 Principles and Purpose of the Audit and Monitoring Process

6. Outcomes – The delegate should be able to:
 - a. state the JSP 375 Volume 3 Chapter 2 requirement for auditing and monitoring;
 - b. define auditing in regard to Safe Systems of Work;
 - c. explain the purpose of auditing;
 - d. describe the audit process; and
 - e. identify the outputs of the audit process.

Module 6 Behavioural & Structured Situational Interviewing

7. Outcomes – The delegate should be able to:
 - a. define Behavioural Interviewing;
 - b. define Structured Situational Interviewing;
 - c. explain the differences between Behavioural and Structured Situational Interviewing;
 - d. describe the interview process;
 - e. identify what needs to be done in preparation for an interview;
 - f. plan an interview; and
 - g. prepare an interview report.

Purpose

Permanent / Long Term Demarcation

1. A Permanent / Long Term Demarcation Agreement is required, where there is no other formal demarcation such as an Electricity Supply Agreement from the Supply Authority in place. The demarcation defines ownership and operational procedures each side of the system or area demarcation. Such demarcations may also be used within sites or at locations where overall operational responsibilities are shared between several parties.

Temporary / Short Term Demarcation

2. It is normal practice where projects on sites or facilities involve both new builds and substantial refurbishments of existing facilities, to establish a demarcation of responsibilities between the project contractor, and the Maintenance Management Organisation (MMO) site Operations Team. This is to ensure:

- a. that clear responsibilities are fully documented;
- b. that the correct handover and acceptance of such works takes place, such that systems comply with all statutory and Client requirements;
- c. that the systems do not compromise the existing infrastructure; and
- d. that as far as reasonably practicable works whilst being undertaken do not compromise the normal site operations.

3. A Temporary / Short Term demarcation defines the ownership and operational procedures as for a Permanent / Long Term demarcation but, reflects the required controls in order to hand over such systems and then to accept back under the original operational control noting changes that are likely to occur during this time. This demarcation provides the necessary framework for ensuring the necessary controls and checks are in place.

4. Where MMO staff are not in control of the systems or equipment within a prescribed area or facility, such individuals should not be requested to issue 'Safety Documentation' for systems for which they cannot reasonably be familiar. The liability in such cases rests with the Contractor or Client who is responsible for the systems and who may be directly or indirectly responsible for the work teams.

Scope

5. This document is applicable to all MMO Operations, where such measures may be required, and where no formal client arrangements are required to be adopted or are currently in operation. The procedure should only be adopted for systems where clear operational interfaces can be established and include, for example, electrical distribution and interconnected pressure systems. The principle of demarcation can be applied to many operational systems providing that the general principles are followed as outlined within this document.

6. Where there is no interconnection of operational systems, and where access and operational control is clearly defined, an Temporary / Short Term demarcation may not be required, other than circumstances where joint access to areas requires to be established or, where new systems are required to be connected to existing infrastructure, a Temporary / Short Term demarcation may be used in part to detail the formal acceptance of the systems from an operational and compliance standpoint.

Associated Documents

7. This procedure satisfies the requirements of Common Element Requirements (CER) document associated with paragraphs 33-42 'Allocation of Responsibility and Demarcation Agreements'.

Definitions

8. A list of necessary definitions are to be inserted here.

Procedure

Permanent / Long Term Demarcation

9. Part 1 of the Permanent / Long Term Demarcation Agreement, Standard Form DEM1 details the formal points of demarcation. Both parties must respect the seals or locks applied by the other party to equipment under their individual control, and no attempt will be made therefore to operate or in any way interfere with these locks or seals, unless specifically requested to do so, and having been given adequate training and familiarisation in operating the equipment, and also being satisfied that the equipment is in a safe condition to be operated.

10. Where isolation is required for safe working either on equipment at the point of Demarcation, or on equipment which relies on isolation on the other side of the system boundary, then Safety Documentation as defined by the relevant Operating Authorities 'Safe Systems of Work', will be exchanged as required by the type of work being undertaken.

11. A copy of the whole agreement will be held in the relevant Operating Registers of both the Operating Authorities, and the original will be lodged with the formal records or documents, which form part of the Client Site / Establishment. Copies of the Diagram shown in Part 1 are to be prominently displayed as required e.g. substations, switchrooms or plantrooms under joint control.

12. A further copy of the agreement will be retained as required by appointed Authorising Engineer(s) where appointed or Authorised Persons who are in place to manage the safe operation of such systems.

13. The Demarcation Agreement will remain current until both Operating Authorities agree to any changes that are required, and a new Agreement is then drawn up. The Agreement will also remain in force even if there should be a change in the Site Supply Authority, the Establishment or its operating representatives, or due to a change in the

nature or use of the establishment, and until or unless required, a new Demarcation Agreement is then drawn up by the relevant Operating Authorities at this time.

14. For electrical demarcations, labels are to be placed at each Circuit Breaker switch or fuse way within Electrical Switchboards or panels, where the Demarcation has been agreed, to identify the operating authority. Operational 'MIMICs' or Valve Diagrams are also to be clearly and permanently marked with the operational Demarcation.

15. Dual access arrangements to substations or plantrooms at the point(s) Demarcation are to be clearly indicated on the demarcation agreement.

Temporary / Short Term Demarcation (including handover and acceptance of new or substantially refurbished installations)

16. For Temporary / Short Term Demarcations, the procedure will be the same up to and including paragraph 11 above but, using Standard Form DEM2 and except that a copy of the demarcation document should not form part of the formal records of the establishment. However, the Client or Site Manager should retain a copy, so that Health & Safety matters on site are clearly defined. Where CDM regulations are in force, a copy of the agreement should be placed within the working file as required.

17. In addition to the procedures outlined in paragraphs 9 to 15, the following should also be considered when putting in place a Temporary / Short Term Demarcation.

18. The points of demarcation must be chosen such that the operation of the main site is not compromised due to the operation of that part of the system that is handed over to the contractor, for the duration of the works. For example, inclusion of parts of High Voltage (HV) ring mains should be avoided, and points of demarcation shall be at the outgoing ways / terminals of electrical equipment i.e. Transformer Fuse Switches / Over-Current Breaker's (OCB), Low Voltage (LV) intake switches or outgoing switch / fuse ways as appropriate. Where Pressure Plant is concerned, this should be at the outgoing pipe work from suitable isolation valves and should not be PRVs or actuator valves.

19. The Operational MIMIC or Valve Charts where installed, should have temporary marking applied clearly showing the Temporary / Short Term demarcation. All operational keys for equipment, which will be under the control of the Contractor, will be handed over, (to be returned on completion of the project). The date / time that the demarcation document is put in place and the associated issue of any keys will be recorded in the System Operating Records, e.g. Electrical Distribution Operating Record or Pressure System Operating Record

20. Before accepting new or refurbished systems and equipment onto the main system, the checklist of minimum requirements must be completed. The agreement may then be cancelled, by formal handover of the system by signature by both parties. The cancellation of the demarcation and the return of operational keys will again be recorded in the associated site system operating record.

21. Functional Operating Records / Drawings in many cases will require to be updated, and the APs will need to ensure that within the handover documents, an update of the system protection settings e.g. grading charts or written schemes of examination is included, if any settings have changed. The responsible Technical Officer should also

confirm that electrical system fault levels have not markedly altered due to the installation of e.g. Generation, and if there is any doubt, the appointed system Authorising Engineer.

22. The above process allows for project works to proceed without hindrance whilst ensuring that the duties on the Contractor are clear to all parties.

Records

Operational Systems Demarcation					
Description of Record	Location Held	Role Responsible for Records	Medium: Hard Copy/EDM etc	Retention Period	Statutory / Commercial
Permanent/Long Term Demarcation Document	Site	Authorised Persons plus Site Management and Client	Hard Copies	For life of System until Cancelled	Statutory / Contract
Temporary/Short Term Demarcation Document	Site	Authorised Persons, project sponsors and principle contractors	Hard Copy	Duration of Project and Included in handover files	Statutory / Contract

Standard Forms and Associated Documents

DEM1 Permanent / Long Term Demarcation Document
 DEM2 Temporary / Short Term Demarcation Document

Permanent / Long Term Demarcation Document

PART 1. Type of System / Area to which this Demarcation Agreement refers (*Delete as applicable)

*Electrical / Mechanical / Petroleum / Confined Spaces / Working at Height / Gas / Other
(Please specify below)

Additional Information

Establishment

Point of Demarcation, Rating (Voltage or Pressure as appropriate) and Location of Equipment

LOCATION	PLANT, AREA or EQUIPMENT POINT OF DEMARCATION	RATING

Specify what arrangements exist for shared access to Equipment

Diagram of system or area showing extent of the system, area or installation for which the Site Operations on site will be responsible for and the associated operating authority for systems across these system boundaries

(State where a Diagram Attached)

PART 2.

I / We hereby agree to the points of Demarcation stated in Part 1, and shown on the included system / area diagram, and to any particular Requirements concerning access, switching or isolation which may be required, and which are recorded in line with the Operating Authorities Safe System of Work.

I / We are fully aware that by signing this document we are assuming responsibility for the control of Health & Safety within our designated area and it will be our responsibility to implement an adequate safe system of work which includes qualified & competent persons to control risks in anyway associated with systems under our control.

Name of associated Operating / Supply Authority*

Associated Operating Authority (for example a Supply Authority (e.g. Electrical Supply Authority) and the Establishment).

Signed

Name(Representing the above Operating / Supply Authority*)

Official Stamp or Seal of Operating / Supply Authority*

Date

* Delete as applicable

Confirmed by nominated Competent Person or Authorising Engineer (Representing the Site Operating Authority)

Signed

NamePositionCompany

Date

Client Approval for Operational Demarcation

Signed

NamePosition

(Representing the Site or Establishment)

Date

Temporary / Short Term Demarcation Document

PART 1. System to which this Project Responsibility Demarcation refers (*Delete as applicable)

*Electrical / Mechanical / Petroleum / Confined Spaces / Working at Height / Gas / Other (Please specify below)

Additional Information

Point of Demarcation, Location of Equipment, Rating (Voltage / Pressure), content (Fuel Classification)

LOCATION	PLANT IDENTIFICATION / POINT OF DEMARCATION	RATING

Specify what arrangements exist for shared access to Equipment.

Diagram of system showing extent of the system or installation for which the nominated Person(s) for the project will be responsible.

Temporary / Short Term Demarcation Document

PART 2. Acceptance of system responsibility by Project Contractor.

I hereby agree to the points of Demarcation stated in Part 1, and shown on the included system diagram, and to any particular Requirements concerning access. The responsibility for the control of the Danger for the systems defined in Part 1 is accepted, in accordance with current Health & Safety legislation, and as appropriate to the specific systems.

I / We are fully aware that by signing this document we are assuming responsibility for the control of Health & Safety within our designated area and it will be our responsibility to implement an adequate safe system of work which includes qualified & competent persons to control risks in anyway associated with systems under our control.

SignedNameRepresenting the Project Contractor

Name of ContractorProject Sponsor

I formally hand over the above systems to the above named Contractor.

SignedNameAuthorised Person

Date on which both parties signed this Agreement

Confirmed by Authorising Engineer (Representing the Site Operating Authority)

Signed

NamePositionCompany

Date

Authorising Engineer Application Form



Ministry of
Defence

Reference

APPLICATION FOR SAA ASSESSMENT

Authorising Engineer (*Discipline*)

JSP 375 Volume 3 Chapter (*Discipline Number*)

Defence Infrastructure Organisation
Kingston Road
Sutton Coldfield
West Midlands
B75 7RL

Organisation Submitting Application

PART ONE General questions relating to the Organisation making the application.

Please complete in black ink.

Typed and word-processed forms are accepted.

Supplementary sheets and documentation may be included as annexes but must be clearly cross-referenced to each section.

Provide the name and all contact details of the individual within the above Organisation responsible for making the application.

Name (proposer):

Position in Organisation:

Appointment(s) (relevant to this application):

Address:

Telephone No.

Fax No.

Mobile No.

Email:

STATEMENT

In my official capacity, I hereby apply for the person named in section 1.4, to undergo a competence assessment to enable appointment as an Authorising Engineer.

Signed:

Date:

Print Name:

Authorising Engineer Application Form

Provide the name and official address of the employing / parent Organisation.

Name (organisation):
Address:
www:

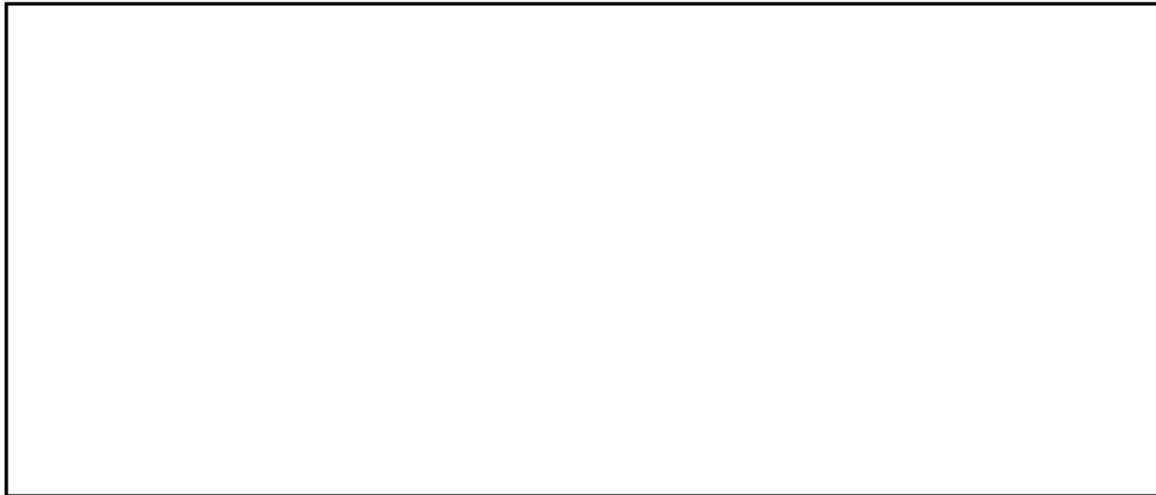
Provide the full ownership details of the Organisation making the application, e.g. MoD TLB / Agency, Armed Forces, PLC, Partnership, Sole Trader, or other, giving specific details.

--

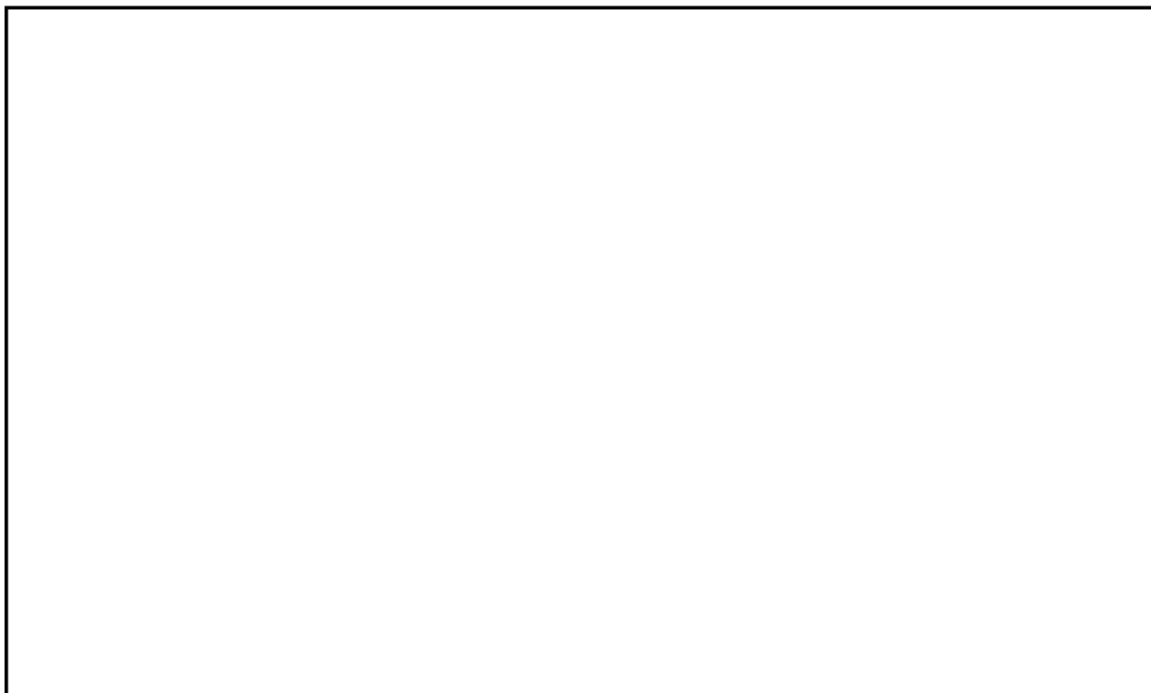
Provide the name and official address of the Candidate proposed as AE.

Name (candidate):
Address:
Telephone No.
Fax No.
Mobile No.
Email:

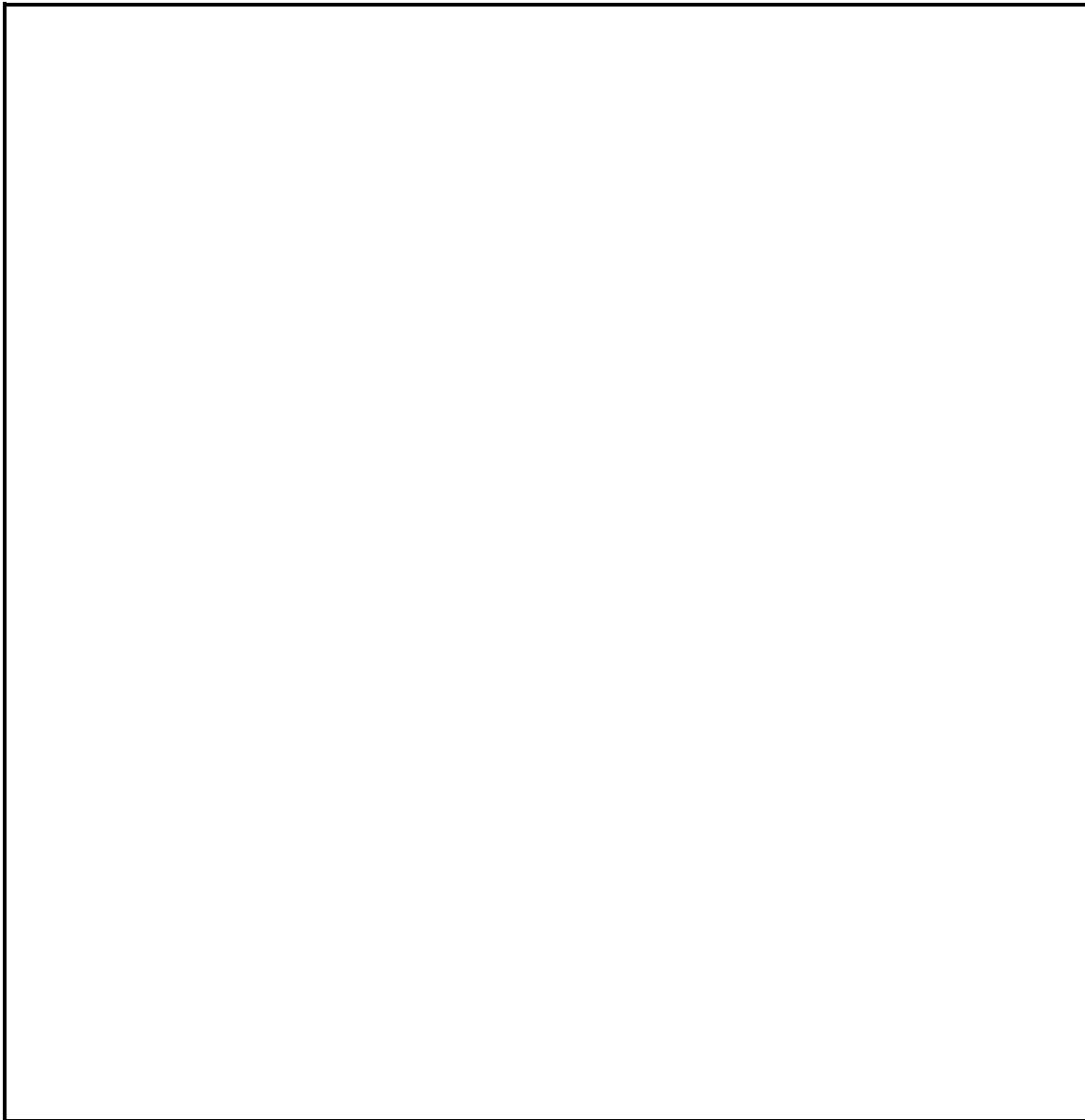
Describe how the necessary authority and resources will be provided by the Organisation for the AE to ensure any actions, required for the enforcement of Chapter, can be carried out fully.



Please state the role of your Organisation on the defence estate. Also, state in what capacity and why you are making this application for the appointment of an AE within your Organisation?



Provide details of the management structure of the Organisation making the application, with specific reference to implementation of the Chapter in your Area of Responsibility (AOR) e.g. names of employees, appointments, management chart etc. (add annex if required)

A large, empty rectangular box with a black border, intended for the applicant to provide details of the management structure of the organization. The box is currently blank.

Please state the Area of Responsibility (AOR) and state the geographic footprint of the area that this proposed AE is to cover. A map may be submitted to assist. (add annex if required). Also state the total number of assets in area, indicating the range of infrastructure types and their purpose / usage.

A large, empty rectangular box with a black border, occupying the central portion of the page. It is intended for a map or detailed description of the Area of Responsibility (AOR) as requested in the text above.

PART TWO

Specific questions relating to the AE candidate.

Supplementary sheets may be included as annexes but must be clearly cross-referenced to each section.

A checklist of documentation is included at section 2.2 and must be submitted with the application.

Provide evidence of Competence (Qualifications, Knowledge, Training and Experience) of the individual to carry out the role of AE, against the criteria as laid down in the Chapter.

Evidence should consist of inter alia; full details, i.e. give dates of training attained and date of next refresher; provide a brief commentary where Knowledge or Experience is given as criteria:

(a)	Does the candidate hold a minimum HNC / HND in a relevant engineering subject?	Yes / No*
	Please state the Candidate's highest relevant academic qualification:	
	Is the candidate registered as an Incorporated Engineer or higher?	Yes / No*

(b)	Has the candidate successfully completed and passed the appropriate tuition and training? Please give details and dates below.	Yes / No*

* Delete as necessary (Yes / No)

(c)	Provide details of the Candidate's <i>knowledge and understanding</i> of current Health and Safety Regulations relevant to the discipline activities.
(d)	Provide details of the Candidate's recent <i>experience</i> associated with tasks carried out. (Examples from actual tasks performed or supervised may be given).

(e)

Provide details of the Candidate's *knowledge* of procedures, any types of access systems and suitable personal protective equipment (PPE). (Examples from actual tasks performed or supervised may be given). State any *qualifications and training* completed.

(f)

Provide details of the Candidate's *knowledge* of typical infrastructure, installations and systems found on the defence estate. It is necessary to provide a statement of the Candidate's basic understanding of the behaviour of infrastructure in different types of condition. (Examples from actual tasks performed or supervised may be given).

(g)	Provide details of the Candidate's <i>knowledge</i> of preparation of Risk Assessments and Method Statements associated with tasks carried out. (Examples from actual tasks performed or supervised may be given).
(h)	Provide details of the Candidate's <i>experience</i> gained in auditing, and state any <i>qualifications</i> and <i>training</i> completed.

Documentation relating to the Candidate, to be submitted with this application:

	JSP 375 Volume 3 reference	Document	Date Attained	Renewal Date	Copy of Document enclosed? (Yes or No)
(a)		Academic qualification certificate(s) pertinent to discipline			
(b)	Chapter 2	Professional qualification certificate(s)			
(c)	Chapter 2	Certificate (successful pass) approved AP training course			
(d)	Chapter 2	Certificate (successful pass) relevant JSP 375 Background and Awareness training (SSOW)			
(e)	Chapter 2	Certificate (successful pass) IRCA approved auditing training			
(f)	*	1st Aid Training Certificate			
(g)	*	Fire Training Certificate			
(h)	*	Equality and Diversity training			
(i)	Chapter 2 Annex B	Curriculum Vitae			
(j)	Chapter 2 Annex B	Copy of tabulated experience log			

* As determined necessary by the CAE

When sent to the SAA this document is to be accompanied by a current Curriculum Vitae and completed AE Training Plan signed by the CAE.

Operating Record Standard Form



{Insert Discipline} OPERATIONS RECORD

for

Site / Establishment / Area:

This Operating Record is to be kept in the specific discipline Document Cabinet.

RULES FOR THE UPKEEP OF THE OPERATIONS RECORD

1. Only one Operations Record (OR) for each discipline is to be in use for each site, location or geographical area, as determined by the discipline Authorising Engineer.
2. Entries are to be made in chronological order and are to be ruled off after each entry. Entries are to include:
 - The issue and cancellation of each Permit to Work
 - The loss of a Permit to Work,
 - The change in conditions that affect the work being undertaken, whilst a Permit is open
 - The withdrawal of a Permit to Work
 - The issue and return of a key from the Working Key Cabinet;
 - Details of any Dangerous Occurrence connected with the work
3. In addition, for remote sites, the Authorised Person is to enter the following information:
 - On arrival, the name of the person assuming Authorised Person's duties and the reason for the visit.
 - On departure, an accurate record of the operations that have been undertaken, and a record of any important points that may be useful to other Authorised Persons who may be called to complete a programme of work.

This Operations Record remains the property of the Ministry of Defence and is to be retained for five years after the date of the last entry.

Date and Time of Operation	Location and Identity of Equipment	Event or Operation and Reason	Signature