7.   SUPPORT PROCEDURES

Table 7.1:   POSMS and POEMS Support Procedures

Number	Procedure Type	Procedure Name
SSP01a	Support Procedures	Communications - IPTs
SSP01b	Support Procedures	Communications - ASEG
SSP02a	Support Procedures	Training and Awareness - IPTs
SSP02b	Support Procedures	Training and Awareness - ASEG
SSP03a	Support Procedures	Document and Record Control - IPTs
SSP03b	Support Procedures	Document and Record Control - ASEG

Figure 7.1:   The Support Procedures
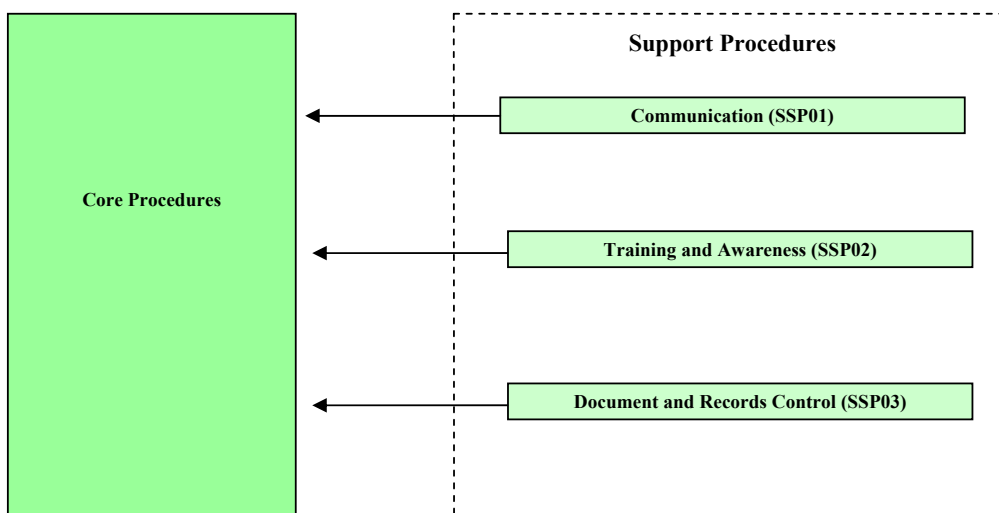
7.1   Procedure Structure

7.1.1   For ease of use, the procedures have the same format and structure. The key sections are:

7.2 Procedure Title

7.2.1 The title and reference code for the procedures are as follows:

- EMP for core POEMS procedures;

- SMP for core POSMS procedures;

- SSP for support procedures;

- AAP for assurance and audit procedures.

7.2.2 Note that support and assurance and audit procedures are common to both the POEMS and POSMS.

7.3 Showing Conformance

7.3.1 This explains the three ways of showing conformance with the procedure. This is different to the core procedures which have four ways of showing conformance. The reason for this difference is that it is not acceptable within POSMS or POEMS for the support procedures to be considered 'not relevant'.

7.4 Introduction

7.4.1 This is an overview of the procedure's purpose in the context of the overall management system.

7.5 Procedure Objectives

7.5.1 This section describes what is to be achieved by following and completing the procedures. Normally the section is in the form of a list of the objectives that need to be achieved in order to demonstrate conformance.

7.6 Responsibilities

7.6.1 This section states who will be accountable and responsible for proper completion of the procedure and who will actually carry out the actions within the procedure. Two versions of each support procedure have been produced to reflect the different levels of responsibilities of IPTs and ASEG within POSMS and POEMS.

7.7 When

7.7.1 This section indicates when the procedure is most likely to be followed. For the core procedures this is usually a stage or stages of CADMID. However, for the IPT support procedures, this will usually be when the SMS and EMS are implemented, although the system does not have to be complete for the procedure to apply. For ASEG's support procedures, application will be ongoing from the

introduction of POSMS and POEMS until they are withdrawn from use or replaced.

7.8 Required Inputs

7.8.1 Most of the procedures require reference to be made to the outputs of previous procedures and information from other sources. This section lists the main reference material that will be needed in order to complete the procedure.

7.9 Required Outputs

7.9.1 This lists the procedure's outputs, for example completed forms, compiled information etc. It should be noted, however, that it is acceptable within POEMS for alternative methods to be used to those outlined in the procedures providing this is endorsed by ASEG.

7.10 Records and Project Documentation

7.10.1 This includes advice on where outputs of the procedures should be kept and recorded (usually in the Safety or Environmental Case, Case Reports, or related registers and logs) and where other project documentation may also need to include some or all of the output information.

7.11 Description

7.11.1 This section makes up the bulk of the procedure and describes the steps and stages involved in completing the procedure. It includes advice and guidance on how to complete the procedure and advice on when to use each of the associated forms or tools. It should be remembered that this part of the procedure is guidance and it is not therefore mandatory for an IPT to follow it to the letter where they have made suitable and equivalent alternative arrangements. The key point is to achieve the required objectives, outputs and outcomes, and to ensure that alternative approaches are clearly documented and agreed.

7.12 Recommended Tools and Forms

7.12.1 Many of the procedures include tools or forms to assist IPTs and ASEG to undertake the actions outlined in the procedure or to record the information produced. This section lists the forms that may be useful in completing the procedure. This can sometimes include forms associated with other procedures. Note that the use of the forms is not mandatory (see Required Outputs above) but that any alternative approaches used should be clearly documented and agreed.

7.13 Guidance

7.13.1 This final section provides guidance on other sources of advice and guidance. Also included in this section of the IPT procedures are some general comments on

potential project risk that may arise if the procedure is not completed in an appropriate way or at an appropriate time.

7.14   Procedure Use

7.14.1   Separate procedures have been written for IPTs and ASEG. This is because there are distinct differences between their responsibilities relating to POSMS and POEMS. IPTs are responsible for applying POSMS and POEMS at a project or IPT level whilst ASEG's prime responsibility is the provision of guidance to IPTs in their implementation role by providing suitable advice and guidance. The procedure numbers either end in 'a' (for IPT procedures) or 'b' (for ASEG).

7.14.2   For those procedures that apply to IPTs it is envisaged that the completion of the procedure will be carried out by a member of the IPT although this may be delegated to a third party if desired. The ASEG procedures should be completed by ASEG although some activities may be delegated to advisors or contractors eg training delivery.

7.14.3   All support procedures provide recommended guidance and/or forms to help the user to produce the desired output(s). The use of this guidance is not mandatory, as long as suitable alternative methodologies are used which achieve the desired objectives, as defined in the procedure and that are deemed by ASEG to be equivalent. Therefore three options exist when following the procedures, to demonstrate conformance:

- Follow the defined system procedure using the recommended guidance and tools, including allowed variations and options.

- Use an equivalent process and tool set generated elsewhere and document evidence of procedural equivalence.

- Use an equivalent bespoke process and tool set for the project and document evidence of procedural equivalence.

7.14.4   This is slightly different from the core procedures which had a fourth option to cover situations where the procedure was not considered relevant. However, the support procedures will always be relevant and therefore this option has been removed.

7.14.5   Table 7.2 which can be found overleaf shows a summary of the responsibilities, timing, inputs and outputs associated with each support procedure.

7.14.6   The support procedures are designed to meet the requirements of the relevant clauses of both ISO 14001 and OHSAS 18001 (See Table 2.2 Chapter 2) and follow the same structure as the core procedures (see Chapter 6).

7.14.7   If a project management system or procedures (ISO 9000 or otherwise) already exists within the IPT or ASEG then this may be used as an alternative to the support procedures so long as ASEG is satisfied it meets the same objectives.

	ISSUE LEVEL:	Release V2.2s
DOCUMENT IS UNCONTROLLED IN PRINT	DATE:	November 2007

Table 7.2:   **Summary of support procedures**

Procedure	When *	Input	Output **	Responsibility ***
SSP01a – Communication - IPTs	Concept	• **SMP01/F/02** – Register of Stakeholder Requirements and Information • Requests for information (external or internal) • Any existing communication arrangements within the IPT	Documented arrangements for: • Managing any planned internal or external communications on the IPT's SMS or EMS (**Form SSP01a/F/01** – Communications Plan). • Responding to internal and external queries on project related safety and environmental issues; • Recording inward and outward communications (**Form SSP01a/F/02** – Communications Log); • Recording the IPT's decision on whether or not to report publicly on safety and environmental project information.	IPTs
SSP01b – Communication - ASEG	Continuous	• Any existing communication arrangements within ASEG	Documented arrangements for: • Managing planned internal and external communications, about the POEMS and POSMS (**Form SSP01b/F/01** – Communications Plan); • Responding to POEMS and POSMS related queries received from both internal and external sources; • Recording inward and outward communications (**Form SSP01b/F/02** – Communications Log).	ASEG
SSP02a – Training and Awareness – IPTs	Concept	• Project Safety Management Plan (from SMP03). • **AAP01a/G/01** – Auditor Competency Interim Guidance; • **SSP02a/G/01 –** Environmental Competency Interim Guidance; • Any existing management arrangements for training	• **SSP02a/F/01 -** Training Needs Matrix; • **SSP02a/F/02 –** General Awareness Training Declaration Form.	IPTs

		IPT staff; • Training records of IPT staff (and contractors/suppliers where applicable).		
SSP02b – Training and Awareness – ASEG	Continuous	• Any existing arrangements or agreements relating to ASEG's role in providing guidance to IPTs. • Existing arrangements for training of ASEG staff. • Any existing training records for ASEG staff.	• **SSP02b/F/01 -** Training Needs Matrix;	ASEG
SSP03a – Document and Record Control - IPTs	Concept	• Documents – Any information produced as outputs of POEMS and POSMS in any media eg paper, electronic, photographic. • Records – Any document that states results achieved or provides evidence of activities performed (eg monitoring results, audit record etc). • Any existing document or record control arrangements within the IPT.	• Appropriately controlled documents (**Form SSP03a/F/01** – Document Log); • Appropriately managed records (**Form SSP03a/F/02** – Record Log); • **SSP03a/F/03 -** Document Change Request Form.	IPTs
SSP03b – Document and Record Control – ASEG	Continuous	• Documents – All POSMS and POEMS manuals, procedures, tools and guidance. • Records – All ASEG records relating to POSMS and POEMS eg summary audit reports, ASEG staff training records. • Any requests received by ASEG for changes to POSMS or POEMS documents **(Form SSP03a/F/03 – Document Change Request Form)**. • Any existing document or record control arrangements within ASEG.	• Appropriately controlled documents (**Form SSP03b/F/01** – Document Log) • Appropriately managed records (**Form SSP03b/F/02** – Record Log)	ASEG

* The outputs from all the procedures will require periodic review and update throughout the life cycle of the project.
** Or equivalent actions and documentation that ASEG are satisfied achieve the same objectives.
*** The IPT or ASEG is responsible for managing the procedure completion. This column relates to who is responsible for completing the procedure.