



## INFORMATION NOTE

### Arrangements for the discharge of the DE Principal Authorising Authority Function

Number: IN 03/10

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Who Should Read this: All MOD staff and contractors who are involved with the implementation of JSP 375 Volume 3 Management of Significant Risk Activities on the MOD Estate

When it takes effect: Immediately

When it is due to expire:  
21 Mar 2011

Health &  
Safety

1. Document aim. To provide advice as to how the DE Principal Authorising Authority (PAA) function contained within JSP 375 Volume 3 is to be discharged.
2. The attached table identifies the Defence Estates arrangements to discharge the PAA role and function through the Principal Estates Engineer based in Professional Technical Services, and the Chief Health and Safety Adviser based in the Property Directorate,.
3. The following abbreviations are used throughout this Information Note.

PAA – Principal Authorising Authority  
 PEE – Principal Estates Engineer  
 CHSA – Chief Health and Safety Adviser  
 SAA – Senior Authorising Authority  
 DSAA – Deputy Senior Authorising Authority  
 SSD&C – Safety, Sustainable Development and Continuity Division  
 SME – Subject Matter Experts  
 AE - Authorising Engineer  
 CAE – Co-ordinating Authorising Engineer

Serial (a)	PAA Role JSP 375 (b)	CHSA (c)	PEE (d)	Comments (e)
1	Focal point for the application of JSP 375 Volume 3 on the defence estate.		✓	PEE to act as focal point for enquires about the application of JSP Vol 3 and will delegate to the appropriate SAA.
2	Custodian of JSP 375 Volume 3 on behalf of SSD&C.	✓		PEE to agree with CHSA a forward programme of JSP Vol 3 updates, and deliver to the CHSA against agreed timescales. SAA to review their sections through relevant working groups and maintain currency of documents.
3	Auditor and assessor of SAAs and DSAs.	✓		CHSA will audit SAA/DSAA in line with agreed methodology and standards. PEE will undertake assessment of SAA & DSAA.
4	Adjudicator and/or Arbitrator in issues concerning JSP 375 Volume 3.	✓	✓	PEE will be first point of contact to resolve issues. Any failure to resolve will be escalated to CHSA. CHSA will be act as adjudicator and or arbitrator where issues cannot be resolved by PEE.
5	Primary interface with SSD&C on matters concerning the JSP 375 Volume 3.	✓		CHSA will be the primary interface; SAA/ PEE will support CHSA in this role SMEs will support CHSA in this role.
6	Champion for the improvement and development of JSP 375 Volume 3 and the continuing development of the SAA/AE community.		✓	

<b>Serial (a)</b>	<b>PAA Duties (b)</b>	<b>CHSA (c)</b>	<b>PEE (d)</b>	<b>Comments (d)</b>
1	Maintain professional competence	✓	✓	
2	Authorise the appointment of SAAs and DSAs.		✓	
3	Be the owner of JSP 375 Volume 3 on behalf of SSD&C and ensure its applicability, currency and is updated when required			CHSA to be the owner. PEE to update and provide assurance on currency
4	Review the results of monitoring and audit reports by the SAA.	✓	✓	CHSA to provide reports to EC/DEMB. PEE to notify CHSA of any significant deficiencies identified from reports received from CAE & AE communities on the implementation of JSP 375 Volume 3
5	Undertake audit of process and compliance	✓		CHSA to audit SAA processes. PEE/SAA to audit compliance of AEs
6	Suspend the appointment of SAA/DSAA and withdraw the Letter of Authorisation if considered necessary and record the reason(s) for the suspension.		✓	
7	Maintain and develop the Safe Systems processes		✓	
8	Provide reports to the DEMB and other stakeholders as required	✓		
9	Approve and issue of Safety Systems related Policy Instructions/Notices	✓		SAA/SME to provide in approved format
10	Liaise with CAE's and arrange AE Workshops at appropriate intervals		✓	
11	Oversee SAA steering groups and workshops at appropriate intervals		✓	
12	Liaise with other government departments, the Health and Safety Executive and non-government organisations.	✓	✓	CHSA on Policy. PEE on technical & specialist areas