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| 0 | SHOWING CONFORMANCE |
| 0.1 | Options |
| 0.1.1 | There are four options to demonstrate conformance when applying this system procedure: <ul style="list-style-type: none"> a. Follow the defined system procedure using the recommended guidance and tools, including allowed variations and options. b. Use an equivalent process and tool set generated elsewhere and document evidence of procedural equivalence. c. Use a bespoke process and tool set for the project and document how the bespoke procedure achieves the objectives defined for this system procedure. d. Where the procedure is considered to be not relevant, document the basis for this decision. |
| 1 | INTRODUCTION |
| 1.1.1 | The key elements for the effective management and delivery of safety are co-ordination, agreement and proper response by those authorities with responsibilities for the equipment. The function of the Project Safety Committee (PSC) is to provide a forum through which all those with safety responsibilities can ensure effective co-ordination on safety issues, and make decisions after consultation of those with relevant knowledge. |
| 1.1.2 | The MOD Project Safety Committee may be supported by sub-committees or Working Groups (WGs) to address particular Safety issues with the appropriate level of subject matter expertise and defined Terms of Reference. |
| 1.1.3 | Although Contractors should be members of the MOD Project Safety Committee, they may also need to form and chair their own Safety Committee. Typically this might be necessary on more complex projects where there are multiple sub-contractors. MOD should be represented on the Contractor's Safety Committee to ensure that there is an adequate understanding of the in-service environment and the user's needs. If there are both MOD and Contractor Safety Committees, then they must each have clear Terms of Reference and their interrelationship must be well defined. |
| 1.1.4 | A Safety Committee is defined in Def Stan 00-56 Issue 4 as: <i>"A group of stakeholders that exercises, oversees, reviews and endorses safety management and safety engineering activities."</i> |

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| <p>1.1.5 The (Project) Safety Committee is sometimes known as the (Project) Safety Panel, but throughout the POSMS, and this procedure SMP02 in particular, the term “Project Safety Committee” and abbreviation “PSC” are used.</p> |
| <p>2 PROCEDURE OBJECTIVES</p> <p>2.1.1 The Project Safety Committee brings together those with Safety Management responsibilities and other stakeholders with relevant specific knowledge or Subject Matter Expertise. It therefore:</p> <ul style="list-style-type: none"> a. Provides a forum through which all those with safety responsibilities can ensure effective co-ordination on safety issues; b. Provides access for decision makers to all those with relevant knowledge; c. Provides competent oversight of the Safety Case during its development and upkeep; d. Provides, through records of its meetings, an audit trail showing that suitable advice has been sought and that Safety Management decisions were well founded. |
| <p>3 RESPONSIBILITIES</p> <p>3.1 Accountability</p> <p>3.1.1 The IPTL is accountable for the completion of this procedure.</p> <p>3.2 Procedure Management</p> <p>3.2.1 It is the responsibility of the IPT Leader to establish, chair and ensure the correct functioning of the PSC. This includes making sure that the correct authorities are members of the PSC and that it meets with suitable frequency, given the state of the Safety programme.</p> <p>3.2.2 The IPT Leader may appoint another competent member of the MOD team to chair the PSC. In this case, this responsibility for that individual should be formally recorded through a Letter of Delegation or Terms of Reference.</p> <p>3.3 Procedure Completion</p> <p>3.3.1 IPTs will complete the procedure, in conjunction with advice and information from members of the PSC.</p> |

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| <p>4 WHEN</p> <p>4.1 Formation</p> <p>4.1.1 The PSC should be established during the Concept phase of a project by the Equipment Capability Customer (ECC), through the Capability Working Group, in conjunction with the relevant IPTL, to set out the safety requirements for the equipment.</p> <p>4.2 Meetings</p> <p>4.2.1 The required frequency of PSC meetings depends on various factors including the stage of the project, the complexity of the system and whether the PSC is supported by Working Groups or has complete responsibility. Meetings will be required at greater frequency during periods of significant review and decision making, typically when Project milestones are approaching.</p> <p>4.2.2 PSC meetings may occur less frequently during periods of stability, such as during the in-service phase, when fewer safety decisions are necessary. However, the PSC still has an important duty to provide oversight of the Safety Case and ensure that it remains valid and monitoring safety performance. This will include considering whether the system or its usage is changing, and seeking counter-evidence that shows that the predicted level of Safety performance is not being achieved in practice.</p> |
| <p>5 REQUIRED INPUTS</p> <p>5.1.1 The Procedure may use the following reference inputs, as available:</p> <ul style="list-style-type: none"> a. Outputs from Procedure SMP01 – Safety Initiation; b. Documents to be reviewed such as: <ul style="list-style-type: none"> i. Project Safety Plan; ii. ISA Audit Plan (if appointed); iii. ISA Audit Report (if appointed); iv. Other Safety Audit Plans (eg self or Peer audit); v. Safety Audit Report); vi. Hazard Log Report; vii. Safety Requirements; viii. Safety Assessment Report; ix. Safety Case Report. c. AOF Functional Competencies for System Safety Management (SYSSAF 1); |

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- d. Records of previous meetings of the Safety Committee.

6 REQUIRED OUTPUTS

6.1.1 The Outputs of the procedure will comprise:

- a. Established Safety Committee Membership;
- b. Defined Terms of Reference for the Safety Committee (see **Guidance Sheet SMP02/G/01** – Examples Terms of Reference for Project Safety Committee);
- c. Records of Safety Committee meetings, including advice given and actions agreed;
- d. The advice given by members of the Safety Committee should include recommendations on whether a reviewed document (eg Safety Management Plan or Safety Case Report) should be authorised by the IPT Leader. If authorisation is not recommended, then the reasons should be recorded.

7 DESCRIPTION

7.1 Membership

7.1.1 The Safety Committee should include representatives, as appropriate, from the following areas:

- a. The IPT (including the Project Safety Manager, and other technical, contracts and finance officers as required);
- b. Integrated Logistics Support (ILS) teams;
- c. Equipment Support Manager (ESM)/Warship Project Manager (WPM); Engineering Authority (EA);
- d. Capability Manager (Equipment Capability Customer);
- e. User representatives (Equipment User);
- f. Trials team;
- g. Maintenance specialists;
- h. Training Authorities;
- i. Prime contractor;

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| <p>j. Design Authority;</p> <p>k. Independent Safety Auditor (if appointed);</p> <p>l. Specialist advisors (eg from Dstl, MOD, certification authority or industry safety consultants);</p> <p>m. Representatives of the lead Safety Management Office and/or ASEG.</p> <p>7.1.2 These may include contractors, consultants, Subject Matter Experts, DS&C, DS&E, operators, users and maintainers of the equipment. These may also include Reliability and Quality Managers, Other Government Departments (OGDs) or representatives of other nation states governments or defence departments.</p> <p>7.1.3 For further guidance on Safety Committee membership has been provided in Guidance Sheet SMP02/G/01 - Examples Terms of Reference for Project Safety Committee. Further advice is available from the FSMOs.</p> <p>7.2 Chair</p> <p>7.2.1 The IPT Leader, who will hold a Letter of Delegation (LOD) from CDM, should chair the Committee(s). Annex B of the LOD will detail the authority for the IPTL to carry out the safety and environmental management tasks on that programme.</p> <p>7.2.2 The IPT Leader may appoint another competent member of the MOD team to chair the Project Safety Committee. In this case, this responsibility for that individual should be formally recorded through a Letter of Delegation or Terms of Reference.</p> <p>7.3 Meeting Frequency and Mechanisms</p> <p>7.3.1 The PSC may meet regularly as a body, or its work may be included as a permanent item in another forum (in this instance care should be taken that all relevant parties are included), or simply through written communications. The key principles are to ensure that all relevant authorities are consulted, actions are agreed and properly allocated, and a record is kept of proceedings. A PSC can either be established for a single equipment, or a family of variants of an equipment.</p> <p>7.3.2 Smaller projects may choose to integrate the Safety Committee activities with other meetings. As a minimum the discussion of safety issues should remain as a unique item on meeting agendas.</p> <p>7.4 Working Level Support</p> <p>7.4.1 Depending on the complexity of the Project, the IPTL may establish one or more Working Groups (WGs) that support the PSC by assessing hazards or reviewing the integrity of specific systems. Integrity WGs could consider structure, propulsion or other electrical or mechanical systems, reporting significant issues to the PSC.</p> |
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| <p>7.5 Safety Management Committee (SMC)</p> <p>7.5.1 Where a number of similar equipments are under management in a project team, as in a cluster IPT, consideration should be given to establishing a top level SMC to set out and agree the safety management policy and strategy for those projects. The strategy would detail the formation of PSCs for individual equipments, or groups of similar equipments eg Radio Systems, or Support Vehicles rather than a type of radio or vehicle.</p> <p>7.5.2 The SMC should monitor and control the activities of the individual PSCs, which would operate to their own Safety Management Plans. Structures can be tailored to suit individual circumstances. Terms of Reference, including membership, for a SMC would be similar to that of a PSC. The safety management policy and strategy for those projects should be recorded in a Safety Management System document, similar to a Safety Management Plan.</p> |
| <p>8 RECORDS AND PROJECT DOCUMENTATION</p> <p>8.1.1 The records from this Procedure will consist of Project Safety Committee meeting minutes which should record the following:</p> <ul style="list-style-type: none"> a. Those present; b. The discussions; c. Advice given; d. Decisions made; e. Recommendations to those with delegated authority for Safety management; f. Actions agreed. <p>8.1.2 Where relevant, the outputs from this procedure should feed into the following:</p> <ul style="list-style-type: none"> a. SRD (System Requirements Document) – for any specific Safety requirements; b. CSA (Customer Supplier Agreement) – to document agreements on Safety information to be delivered by the IPT; c. TLMP (Through Life Management Plan); d. Safety elements of Initial Gate and Main Gate submissions. |

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| <p>9 RECOMMENDED TOOLS AND FORMS</p> <p>9.1 Terms of Reference</p> <p>9.1.1 Guidance Sheet SMP02/G/01 contains example Terms of Reference for Project Safety Committee.</p> |
| <p>10 GUIDANCE</p> <p>10.1 General Guidance</p> <p>10.1.1 Where it is considered beneficial, a combined Committee may be established for the Safety and Environmental Management activities. It should be ensured that the programmes are aligned as far as possible and that data is shared where relevant.</p> <p>10.1.2 It is suggested that where there are separate Safety and Environmental Committees; these meet consecutively concurrently over a morning and afternoon – with membership and specialists attending as appropriate to each.</p> <p>10.1.3 The Project Safety Committee may cover groups of similar projects within an IPT where common activities are required, although separate Committees are envisaged for very large, high risk or diverse projects within an IPT.</p> <p>10.1.4 The Project Safety Committee may meet regularly as a body, or its work may be included as a permanent item in another forum (in this instance care should be taken that all relevant parties are included), or simply through written communications. This last option is less desirable because there is no opportunity for direct interaction.</p> <p>10.1.5 The Project Safety Committee is different from the OME Safety Review Panel who are independent of the OME System IPT and will have delegated authority to endorse the OME Safety Case Report. The OME Safety Review Panel are thus part of the Regulatory/Assurance function rather than having responsibility for the active management of Safety through the Acquisition life cycle.</p> <p>10.2 Project Safety Committee Authority and Competence</p> <p>10.2.1 The Chairman of the Project Safety Committee should hold a Letter of Delegation detailing the authority for carrying out the safety management tasks on that programme.</p> <p>10.2.2 The Project Safety Committee exists to provide information and specialist advice to those who have specific responsibility for Safety Management on an Acquisition Project, so that they can reach informed decisions. The IPT Leader with Safety delegation from CDM is required to seek and consider relevant advice through the Project Safety Committee, but remains the decision maker.</p> <p>10.2.3 Whilst not all members of the Project Safety Committee need have specific competence and experience in Safety Management, it is essential that some</p> |

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| | <p>Committee members do have this competence and are listened to. Those with Safety Management competence would typically include the Project Safety Manager, the ISA (if appointed) and the IPT Leader.</p> |
| 10.2.4 | The Project Safety Manager should have attained Functional Competence SysSaf 1 level 3 as a minimum and the IPT Leader, level 1. |
| 10.3 | Review and Agreement of Safety Documents |
| 10.3.1 | <p>The role of the Safety Committee includes reviewing Safety documents and advising the IPT Leader on their suitability. Agreement that the document is suitable can be signified in various ways and the IPT Leader should define which is requires. Methods for recording the review and its findings could include:</p> <ul style="list-style-type: none"> a. Formal sign off of the document by all members of the Project Safety Committee; b. A recommendation, recorded in Project Safety Committee minutes, that the document is satisfactory and can be Authorised for release by the agreed signatory; |
| 10.4 | Domain-Specific Guidance and References |
| 10.4.1 | <p>Additional guidance on Project Safety Committees is contained in the following references:</p> <ul style="list-style-type: none"> a. Land Systems: JSP 454 Issue 4 Part 2: <ul style="list-style-type: none"> i. Policy (3.3.2) Responsibilities (3.3.2.2) Membership (3.3.2.4) TORs at Annex A b. Ship Safety Management: (JSP 430 Issue 3 Part 1): <ul style="list-style-type: none"> ii. Responsibilities c. Airworthiness: (JSP 553 1st Edition): <ul style="list-style-type: none"> i. Policy (2.62 MOD Project Safety Panel) ii. Responsibilities (2.64) iii. Membership (2.62) d. Ordnance, Munitions & Explosives (OME): (JSP 520 Issue 2.0): <ul style="list-style-type: none"> i. Policy and Legislative Objectives Section 4 ii. OME Safety Assurance Activities Section 6 e. Nuclear Propulsion (JSP 518 Issue 1.2): <ul style="list-style-type: none"> i. Policy (A102) |

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ii. Qualifications, Experience and Training Chapter 5

10.5 Guidance for Different Acquisition Strategies

10.5.1 The requirements for Project Safety Committee do not change for Acquisition conducted through intergovernmental agreements, OCCAR, multilateral or collaborative programmes. The Terms of Reference and membership of the Safety Committee may be affected by the different authorities involved and the scope of the IPT Leader's delegated authority.

10.6 Warnings and Potential Project Risks

10.6.1 If the Safety Committee is not established early in the Acquisition life cycle, then some of the stakeholders involved may not be identified and their needs may not be addressed adequately in the development of the Safety Requirements or the production of the Safety Plan. This could also occur if the Safety Committee is established with an incomplete membership.

10.6.2 If the Safety Committee do not review and approve the Safety tasks described in the Safety Plan, then the activities may be inappropriate to deliver the required levels of Safety performance and Safety Assurance.

10.6.3 If the Safety Committee do not review and approve the Safety Management System described in the Safety Plan, then they may not identify areas of disagreement concerning responsibilities for Safety.

10.6.4 If the Safety Committee does not meet with sufficient frequency, then they may not identify in a timely manner, any problems with the Safety programme. This would result in impacts on Project time and cost.

10.6.5 If the Safety Committee attempts to control the detail design solutions, rather than relying on the Contractor's Project Safety Committee and design function, then MOD will take responsibility from the designer. MOD staff will be represented on the Contractor's PSC and should exercise influence at that forum and through setting appropriate requirements.

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