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0 SHOWING CONFORMANCE

0.1 Options

0.1.1 There are three options to demonstrate conformance when applying this system support procedure:

- a. Follow the defined system support 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 an equivalent bespoke process and tool set for the project and document evidence of procedural equivalence.

1 INTRODUCTION

1.1.1 Effective training and awareness of POSMS and POEMS will be essential to success in managing safety and environmental risks. It is important to ensure that staff are aware of their relevant responsibilities, have the appropriate level of competence and appreciate any impacts potentially caused by the project(s). They must also be aware of how their work may affect safety and environmental risk and the consequences of departure from procedural or operational requirements.

1.1.2 Training will be required at several levels, including:

- General awareness training for all staff whose work may be affected either directly or indirectly by the IPT's SMS and EMS.
- Safety and environment management system training is required for those with direct responsibility for POEMS and POSMS implementation and maintenance;
- Auditor training will be required for individuals involved in auditing the SMS and EMS;
- Other training may be required to ensure project specific environment and safety roles and responsibilities are carried out in accordance with the IPTs SMS and EMS;

1.1.3 The training requirements outlined above should also apply to any contractors or subcontractors where their work may affect safety or environmental management or where they have responsibilities within the SMS and/or EMS.

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2 PROCEDURE OBJECTIVES

2.1.1 To ensure there are documented arrangements for:

- a. Identifying the safety and environmental competency requirements of project staff.
- b. Assessing project staff competencies against those requirements in order to identify the need for further training;
- c. Ensuring training needs are met through training delivery;
- d. Evaluating training effectiveness; and
- e. Maintaining records of the above.

3 RESPONSIBILITIES

3.1 Accountability

3.1.1 Overall responsibility for ensuring this procedure is carried out lies with the IPTL for training relating within the IPT.

3.2 Procedure Management

3.2.1 The IPTL is responsible for the management of this procedure although this may be delegated to a member or members of the IPT. In most cases this will be the Safety and Environment Focal Point.

3.3 Procedure Completion

3.3.1 The IPTL is responsible for the completion of this procedure although this may be delegated to a member or members of the IPT. In most cases this will be the Safety and Environment Focal Point.

4 WHEN

4.1.1 The applicability of this procedure is ongoing from the introduction of the POSMS and POEMS to the end of the project. It also applies when new staff join the IPT or existing staff change roles within the IPT.

5 REQUIRED INPUTS

- a. **EMP01/F/03** - Project Environmental Responsibilities Form.
- b. Project Safety Management Plan (from SMP03).

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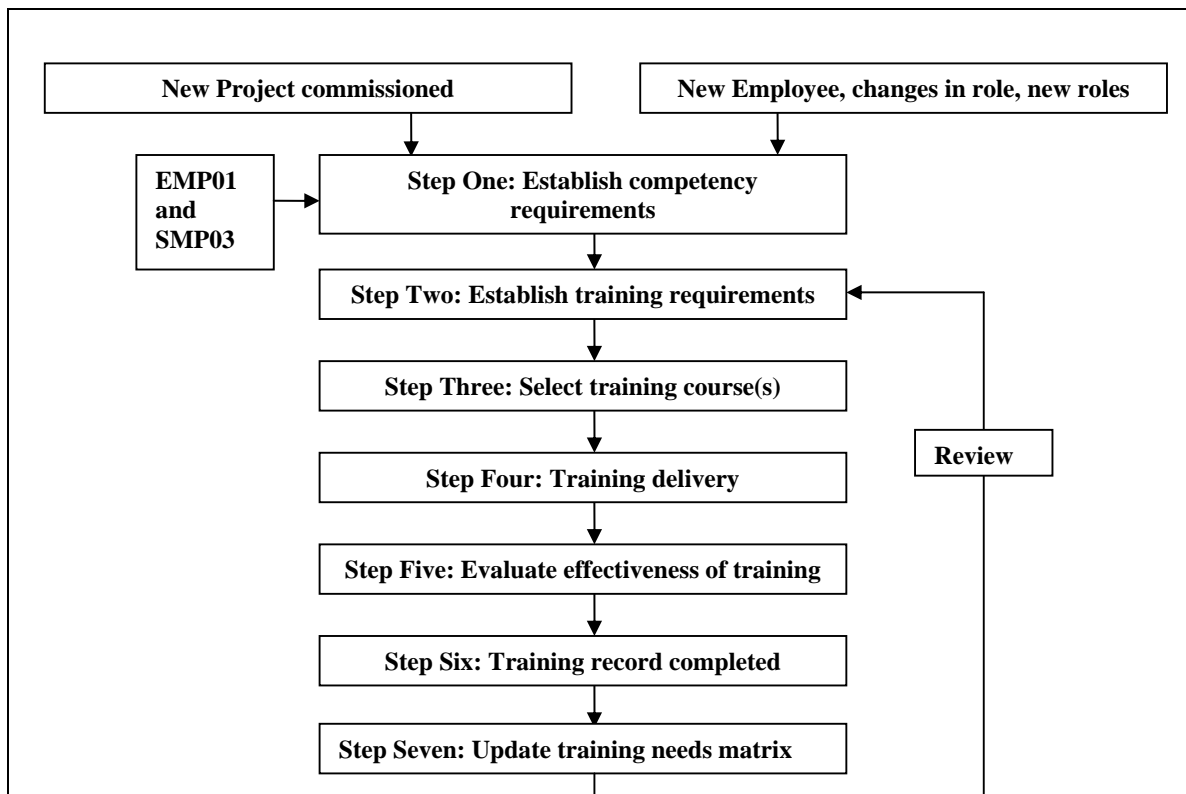
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|---|
| <ul style="list-style-type: none"> c. AAP01a/G/01 – Auditor Competency Interim Guidance; d. System Safety and Environmental Functional Competences; e. Any existing management arrangements for training IPT staff; f. Training records of IPT staff (and contractors/suppliers where applicable); |
| <p>6 REQUIRED OUTPUTS</p> <ul style="list-style-type: none"> a. SSP02a/F/01 - Training Needs Matrix; b. SSP02a/F/02 – General Awareness Training Declaration Form. <p>OR</p> <p>Equivalent actions and documentation that ASEG is satisfied achieve the same objectives.</p> |
| <p>7 DESCRIPTION</p> <p>7.1 Introduction</p> <p>7.1.1 The diagram below shows the steps described in this section.</p> |

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7.1.2 Training is a requirement of any safety and environmental management system and is vital to their successful implementation.

7.2 Step One: Establish competency requirements

7.2.1 Before any individual training needs are assessed the IPT needs to match competencies to the various roles and responsibilities within the SMS and EMS. EMS roles and responsibilities should have been recorded in **Form EMP01/F/03** - Project Environmental Responsibilities Form and SMS in the Project Safety Management Plan (from SMP03).

7.2.2 To identify safety competencies the IPT should refer to the Acquisition Functional Competency – System Safety 1 (AFC-SysSaf1) available from <http://defenceintranet.diiweb.r.mil.uk/NR/ronlyres/6D5AD97F-191A-4662-8D2E-7064626A906F/0/SystemSafetyNov05.doc>. To identify environmental competencies the IPT should refer to the System Environmental Functional Competences, available from <http://defenceintranet.diiweb.r.mil.uk/NR/ronlyres/DB34105C-77F6-43E6-B4FE-73888CEAB104/0/SystemEnvironmentalFC.doc>. At the time of writing there were no equivalent documents for auditor competencies, therefore, as an interim measure AAP01/G/01 – Auditor Competency Interim Guidance can be used.

7.3 Step Two: Establish training requirements

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- 7.3.1 Once the roles and responsibilities within the SMS and EMS have been matched to the appropriate competency area and, where applicable, the level the IPT needs to compare these with the current competency of the staff members fulfilling those roles. When assessing an individual's competency, previous training or experience should be considered. This can include work experience and on-the-job training. Where the staff member does not meet the competency level required for their role a training need is identified.
- 7.3.2 **Form SSP02a/F/01** – Training Needs Matrix can be used to record required competencies and actual competency for staff members, thereby showing any training needs. The IPT can record safety and environmental training needs within the same matrix or separately as desired.
- 7.3.3 In addition to identifying competency 'areas' the matrix can be used to show the competency 'level' required by inserting the level number (taken from the competency guidance documents) in the appropriate box. It should be noted however, that not all competency areas have levels eg general awareness training.

Step Three: Select Training Course(s)

- 7.3.4 Once training needs have been identified, the IPT needs to find appropriate training courses to bring individual's competency up to the required level. For general awareness the IPT may decide to use its own staff to deliver training but the majority of training will be delivered by external parties eg RAF Halton and the Royal Military College of Science and Defence Academy of the UK, Shrivenham. A register of courses recognised as addressing core competencies should be available from ASEG.
- 7.3.5 In order to match an individual's needs with the training, it is important to find out when and where courses are being held in addition to their content. IPTs should note that courses can be delivered via software packages in addition to more traditional methods.

7.4 Step Four: Training delivery

- 7.4.1 Training delivery can take place once the training package has been selected and agreed with the individual concerned.

7.5 Step Five: Evaluate training effectiveness

- 7.5.1 On completion of the training its effectiveness should be evaluated. For general awareness training this could be via a simple questionnaire or brief interview with the individual to establish whether awareness has improved. For more specialised training the IPT may confirm effectiveness if:

- The training was delivered via an accredited or recognised course; or
- The trainee successfully passed the end of course assessment or test (where

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applicable).

7.6 Step Six: Complete training record

7.6.1 For general awareness training the individual should use Form **SSP02a/F/02** – General Awareness Training Declaration Form to confirm to the IPT that the training has been delivered. These forms should be stored by the IPT for future reference. For more formal courses, records of attendance may be used to confirm delivery. Once confirmed the individual’s training record should be updated.

7.7 Step Seven: Update training needs matrix

7.7.1 The training needs matrix (**Form SSP02a/F/01**) should be updated to show that training has been completed.

8 RECORDS AND PROJECT DOCUMENTATION

8.1.1 Where relevant, the outputs from this procedure should feed into the following:

a. Individual training records.

8.1.2 A copy of the Training Needs Matrix (**Form SSP02a/F/01**) produced by following this procedure should be stored in the Project Environmental Case.

9 RECOMMENDED TOOLS AND FORMS

a. **SSP02a/F/01** - Training Needs Matrix;

b. **SSP02a/F/02** - General Awareness Training Declaration Form.

10 GUIDANCE

10.1 General

10.1.1 General advice on competence, awareness and training can be found in ISO 14001 Standard, OHSAS 18001 and various sections of JSP418.

10.1.2 If a project management system (ISO 9000 or otherwise) is already in place for the project which covers training activities, the IPT can use these in place of this procedure so long as ASEG is satisfied they meet the same objectives.

10.1.3 Where there is no formalised project management system or no pre-existing arrangements for competence, awareness and training, then the IPT should follow this procedure to manage training arrangements.

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10.2 Training on POSMS and POEMS systems General Awareness Training

10.2.1 All staff whose work may affect the safety or environmental impacts of the equipment or have roles or responsibilities within POSMS and POEMS, including contractors and suppliers, should receive general awareness training.

10.2.2 General awareness training should include:

- a. An introduction to safety and environmental issues.
- b. An introduction to POSMS and POEMS and the IPT's SMS and EMS.
- c. The importance of conformity with POSMS and POEMS requirements;
- d. Any safety and environment requirements that affect staff's day to day work;
- e. The priority environmental impacts and safety risks associated with their work;
- f. Their roles and responsibilities in achieving conformity;
- g. Applicable environmental and safety legal and non legal requirements;
- h. Improvement and mitigation measures (planned or current);
- i. Location of relevant documentation;
- j. How to report accidents and incidents;
- k. Requirements of the MOD Environmental Policy;
- l. Project safety and environment policy (where it exists);
- m. Points of contact within the IPT for safety and environmental issues.

10.2.3 The Green Book and White Book may be used for raising general awareness.

10.3 Internal Auditor Training

10.3.1 **Form AAP01a/G/01** outlines three competency levels for system auditing as follows:

- Lead Auditor.
- Auditor.
- Aspirant Auditor.

10.3.2 Internal auditor training should be delivered by staff at Lead Auditor level that have experience of auditing SMSs and EMSs.

10.4 POEMS and POSMS Implementation and Operation Training

10.4.1 This training will be required by any staff members (including contractors and

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suppliers) who have roles or responsibilities within the IPT's SMS and EMS.

10.5 Other training requirements

10.5.1 Other safety and environment training may be required in the operation of the IPT's Safety and Environment Management System(s), for example specialised safety training for OME projects.

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| Form SSP02a/F/01 – Training Needs Matrix | | | | | | | | | | | | |
|--|----------|--|---------------------------------|--------|----------------|--------|---|--------|---|--------|---|--------|
| Name | Position | Role or responsibility within POEMS | POEMS and POSMS Awareness | | Auditor skills | | EMS Implementation and Management | | SMS Implementation and Management | | Other E.g. specific technical knowledge | |
| | | | Required | Actual | Required | Actual | Required | Actual | Required | Actual | Required | Actual |
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| SSP02a/F/02 – General Awareness Training Declaration Form | |
| Name: | |
| Responsibilities: | |
| Project: | |
| Date of Training: | |
| | |
| I confirm that I have received and understood the General Awareness Training for POEMS and POSMS | <i>Signature</i> |
| Comments | |

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