

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 1

<p><b>0 SHOWING CONFORMANCE</b></p> <p><b>0.1 Options</b></p> <p>0.1.1 There are three options to demonstrate conformance when applying this system support procedure:</p> <ol style="list-style-type: none"> <li>a. Follow the defined system support procedure using the recommended guidance and tools, including allowed variations and options.</li> <li>b. Use an equivalent process and tool set generated elsewhere and document evidence of procedural equivalence.</li> <li>c. Use an equivalent bespoke process and tool set for the project and document evidence of procedural equivalence.</li> </ol>
<p><b>1 INTRODUCTION</b></p> <p><b>1.1 Assisting IPTs</b></p> <p>1.1.1 ASEG has two main responsibilities relating to assisting IPTs:</p> <ul style="list-style-type: none"> <li>• To make available to IPT staff, a register of appropriate training courses for safety and environmental competence (see para 10.1.4); and</li> <li>• To develop and circulate guidance on safety and environmental issues and POSMS and POEMS implementation.</li> </ul> <p><b>1.2 ASEG Training</b></p> <p>1.2.1 ASEG staff may be called upon by IPTs to provide advice and guidance on how to implement POSMS and POEMS. In some circumstances they may be called upon to develop training materials on POSMS and POEMS and may be required to perform auditing roles. It is therefore important that ASEG staff have a thorough knowledge of both systems, practical knowledge on how they can be implemented at an IPT or project level and how to perform audits.</p> <p>1.2.2 Within ASEG there will be a need for the following competencies:</p> <ul style="list-style-type: none"> <li>• In-depth knowledge of POSMS and POEMS;</li> <li>• Advanced knowledge of environmental and safety issues;</li> <li>• Auditing skills.</li> </ul>
<p><b>2 PROCEDURE OBJECTIVES</b></p> <p>2.1.1 The main objectives of this procedure are for ASEG to:</p>

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

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 2

<ul style="list-style-type: none"> <li>a. Establish arrangements for providing training guidance to IPT staff on safety and environmental issues and implementation of POSMS and POEMS.</li> <li>b. Establish documented arrangements within ASEG for: <ul style="list-style-type: none"> <li>– Identifying the safety and environmental competency requirements of ASEG staff;</li> <li>– Assessing staff competencies against those requirements in order to identify the need for further training;</li> <li>– Ensuring training needs are met through training delivery;</li> <li>– Evaluating training effectiveness; and</li> <li>– Maintaining records of the above.</li> </ul> </li> </ul>
--

<p><b>3 RESPONSIBILITIES</b></p> <p><b>3.1 Accountability</b></p> <p>3.1.1 ASEG is accountable for the completion of this procedure.</p> <p><b>3.2 Procedure Management</b></p> <p>3.2.1 ASEG is responsible for the management of this procedure although this may be delegated to a member or members of ASEG.</p> <p><b>3.3 Procedure Completion</b></p> <p>3.3.1 ASEG is responsible for the completion of this procedure although this may be delegated to a member or members of ASEG.</p>
--

<p><b>4 WHEN</b></p> <p>4.1.1 The applicability of this procedure is ongoing from the introduction of the POSMS and POEMS.</p>
--

<p><b>5 REQUIRED INPUTS</b></p> <p>a. Any existing arrangements or agreements relating to ASEG’s role in providing guidance to IPTs.</p>
--

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

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 3

- b. Existing arrangements for training of ASEG staff.
- c. Any existing training records for ASEG staff.

**6 REQUIRED OUTPUTS**

- a. **SSP02b/F/01** - Training Needs Matrix;

**OR**

Equivalent actions and documentation that ASEG is satisfied achieve the same objectives.

**7 DESCRIPTION**

**Assisting IPTs**

**7.1 Step One: Develop and maintain a register of training courses**

7.1.1 In order for IPTs to select suitable training courses to address the training needs of their staff they will need access to a list or register of safety and environmental courses. This register should include details of the training body delivering each course, the competency level achieved by completing each course. Where possible the register should also include details of dates, locations and cost of the training courses. ASEG should develop such a register of courses that address the following competencies:

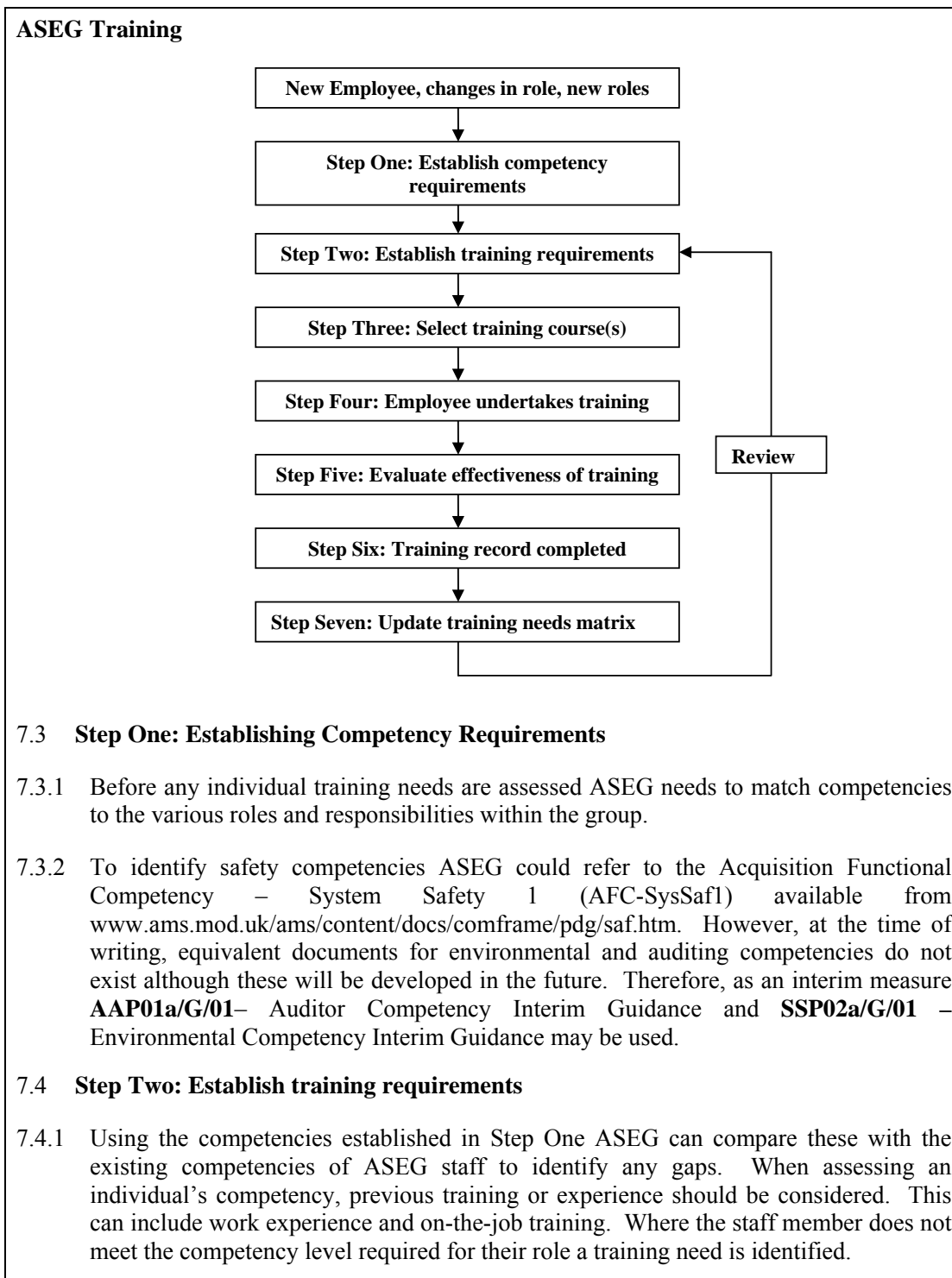
- POEMS and POSMS;
- Safety and environmental issues;
- ISO14001 and OHSAS18001;
- Auditing skills.

**7.2 Step Two: Develop and maintain advice and guidance for IPTs**

7.2.1 In its IPT guidance role ASEG should develop and maintain advice and guidance on safety and environmental issues, POEMS and POSMS. This includes publications such as the Green Book and White Book and the AMS website. It may also include provision of training on POSMS and POEMS or related issues.

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

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 4



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

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 5

<p>7.4.2 Form <b>SSP02b/F/01</b> – Training Needs Matrix can be used to record required competencies and actual competency for staff members, thereby showing any training needs. ASEG can record safety and environmental training needs within the same matrix or separately as desired.</p> <p>7.4.3 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.</p> <p><b>7.5 Step Three: Select training courses</b></p> <p>7.5.1 Once the training gaps have been identified ASEG needs to identify courses or workshops to provide the necessary training to the required level of competency.</p> <p><b>7.6 Step Four: Training delivery</b></p> <p>7.6.1 Training delivery can take place once the training package has been selected and agreed with the individual concerned.</p> <p><b>7.7 Step Five – Evaluate training effectiveness</b></p> <p>7.7.1 Once the individual has completed the training, the effectiveness of the training should be evaluated. ASEG may confirm the effectiveness of the training if:</p> <ul style="list-style-type: none"> <li>• The training was delivered via an accredited or recognised course; or</li> <li>• The trainee successfully passed the end of course assessment or test (where applicable).</li> </ul> <p><b>7.8 Step Six – Complete Training Record</b></p> <p>7.8.1 When ASEG is satisfied that the training has been delivered and was effective the individual’s training record should be updated.</p> <p><b>7.9 Step Seven: Update training needs matrix</b></p> <p>7.9.1 The training needs matrix should be updated to show that the training has been completed.</p>
<p><b>8 RECORDS AND DOCUMENTATION</b></p> <p>8.1.1 The outputs from this procedure should be stored and maintained by ASEG according to existing document control arrangements.</p>

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

**This document was archived on 24 February 2015 and is now out of date. A current version can be found within the Acquisition Safety and Environmental Management System (ASEMS) held on the Acquisition System Guidance (ASG, formerly the AOF). For Access to ASEMS via the ASG please register at [www.defencegateway.mod.uk](http://www.defencegateway.mod.uk)**

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 6

9	<p><b>RECOMMENDED TOOLS AND FORMS</b></p> <p>a. <b>Form SSP02b/F/01</b> - Training Needs Matrix</p>
10	<p><b>GUIDANCE</b></p> <p>10.1 <b>General</b></p> <p>10.1.1 General advice on competence, awareness and training can be found in ISO 14001 Standard, OHSAS 18001 and various sections of JSP418.</p> <p>10.1.2 If ASEG already has designated responsibilities and arrangements for providing guidance to IPTs with regard to safety and environmental issues and POSMS and POEMS implementation these may be used as alternatives to the IPT guidance elements of this procedure.</p> <p>10.1.3 If ASEG already has systems or procedures for training of staff these may be used as alternatives to the training elements of procedure so long as they meet the same objectives.</p> <p>10.1.4 At the time of writing the MOD is in the process of defining functional competencies for environmental management and sustainable development so ASEG may not be able to completely fulfil their responsibility to provide IPTs with training courses matched against competency levels until these have been produced.</p> <p>10.2 <b>Training Courses</b></p> <p>10.2.1 The civil service college operates a number of environmental and safety training courses, including IOSH and Internal Auditor Training.</p> <p>10.2.2 The Specialist Management Training Wing at RAF Halton operates a number of courses, some of which are specific to EMS and ISO14001.</p>

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

**This document was archived on 24 February 2015 and is now out of date.  
 A current version can be found within the Acquisition Safety and Environmental  
 Management System (ASEMS) held on the Acquisition System Guidance (ASG,  
 formerly the AOF). For Access to ASEMS via the ASG please register at  
[www.defencegateway.mod.uk](http://www.defencegateway.mod.uk)**

<b>MOD</b>	<b>Support Procedures</b>	Procedure SSP02b
<b>SSP02b: Training and Awareness – ASEG</b>		Page 7

Form SSP02b/F/01 – Training Needs Matrix												
Name	Position	Role or responsibility	POEMS and POSMS Awareness		Auditor skills		EMS Implementation and Management		SMS Implementation and Management		Other eg specific technical knowledge	
			Required	Actual	Required	Actual	Required	Actual	Required	Actual	Required	Actual

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