

<b>MOD</b>	<b>SMS Procedures</b>	Procedure SMP10/G/01
<b>SMP10: Safety Requirements and Contracts</b>		Page 1

<b>Guidance Sheet SMP10/G/01 Safety Topics for ITT Questionnaires</b>	
NB: The following list of topics should be tailored to meet the requirements of individual projects.	
<b>a. Organisation and Personnel</b>	<ul style="list-style-type: none"> <li>• Who within the company would have overall responsibility for safety on the project?</li> <li>• Would a project safety officer be appointed?</li> <li>• What would be the lines of communication for safety issues?</li> <li>• Who would be responsible for carrying out the individual safety tasks?</li> <li>• Will the company hold any safety panel meetings?</li> <li>• Would subcontractors to be used for safety related work?</li> <li>• What criteria would be used for selecting subcontractors?</li> <li>• What qualifications and experience do the key safety personnel have (provision of senior safety personnel CVs may be requested)?</li> </ul>
<b>b. Company Safety Policy and Track Record</b>	<ul style="list-style-type: none"> <li>• Provide details of the company's track record in Health and Safety and Equipment Safety Assurance;</li> <li>• What is the company's safety policy?</li> <li>• Have there been any enforcement actions against the company?</li> </ul>
<b>c. Safety Management System</b>	<ul style="list-style-type: none"> <li>• Describe the safety management system for the project;</li> <li>• Describe how the system will be audited.</li> </ul>
<b>d. Safety Assessment</b>	<ul style="list-style-type: none"> <li>• Define the scope of the safety assessment;</li> <li>• Describe the tools and techniques to be used.</li> </ul>
<b>e. Safety Case</b>	<ul style="list-style-type: none"> <li>• Define the scope of the safety case.</li> </ul>
<b>f. Safety Targets.</b>	<ul style="list-style-type: none"> <li>• Detail specific safety targets for the project;</li> <li>• Detail the evidence that will be provided to MOD to demonstrate that these targets have been met.</li> </ul>
<b>g. Safety Standards and Certification</b>	<ul style="list-style-type: none"> <li>• List any standards with which the project should comply;</li> <li>• Detail the evidence that will be provided to the MOD to demonstrate that the standards have been met.</li> </ul>
<b>h. Independent Safety Auditor</b>	<ul style="list-style-type: none"> <li>• Define the terms of reference for the ISA including scope of work and lines of communication;</li> </ul>

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<ul style="list-style-type: none"> <li>• Propose an ISA and demonstrate their independence from the prime contractor;</li> <li>• Detail the qualifications and previous experience of the ISA.</li> </ul>
<p><b>i. Safety Work Schedule</b></p> <ul style="list-style-type: none"> <li>• Provide a programme of work that illustrates how the safety tasks will be carried out;</li> <li>• Are all safety deliverables to be linked into project milestones ?</li> </ul>

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