



Defence
Safety Authority

DSA 03-OME Part 1 (JSP 520)- Defence Code of Practice (DCOP) and Guidance Notes for OME Acquisition

Defence OME Safety Regulator

DOSR



DSA VISION

Protecting Defence personnel and operational capability through effective and independent HS&EP regulation, assurance, enforcement and investigation.

PREFACE

AUTHORITY

1. This document is crown copyright and the intellectual property rights of this publication belong exclusively to the Ministry of Defence (MOD). However, material or information contained in this publication may be reproduced, stored in a retrieval system or transmitted in any form provided it is used for the purposes of furthering safety and environmental management.

STATUS

2. This document:
 - a. Is uncontrolled when printed.
 - b. Will be updated as part of a continuous improvement programme but at least 12-monthly from the period of document issue date.

REQUESTS FOR CHANGE

3. Proposed changes, recommendations or amendments to DOSR Regulations and Guidance publications can be submitted by anyone using the DOME Request for Change Function (RFC) available for every Dome publication in the DOME library located [here](#) or by completing the Word version of the Change Proposal Form available from the DOME Library, see figure 1 below for the location.

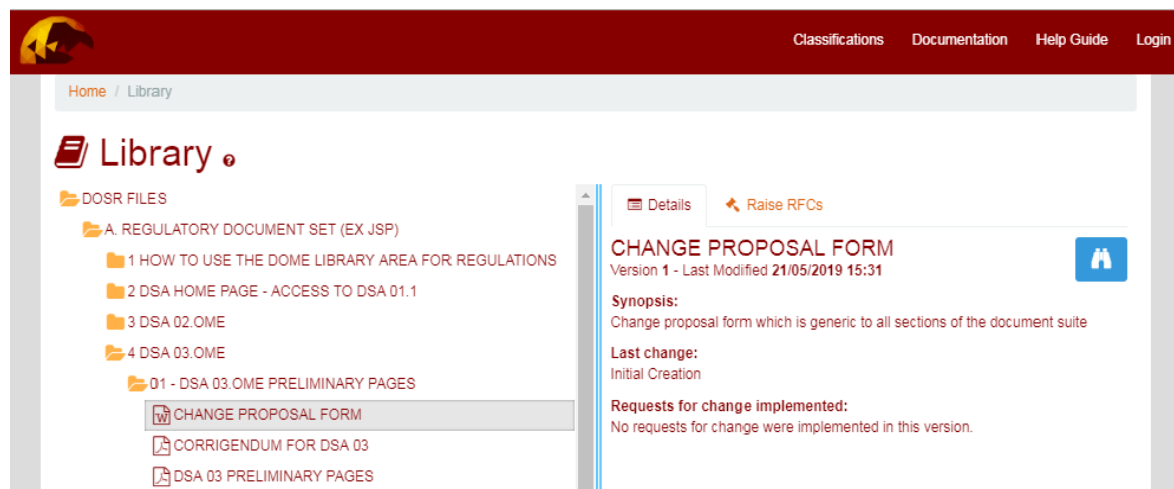


Figure 1. Change Proposal Form (Word version) Location

4. Any post and grammar change proposals can be approved or rejected by the DOSR PRG Authors without involvement of the associated Working Group.
5. Technical change proposals will need to be submitted to the associated Working Group for review and approval or rejection.
6. When incorporating changes care is to be taken to maintain coherence across regulations.
7. Changes effecting Risk to Life will be published immediately.
8. Other changes will be incorporated as part of routine reviews.

REVIEW PROCESS

9. The DOSR PRG team will ensure these OME Regulations remain fit for purpose by conducting reviews through the DOSR Governance Committees, involving all Stakeholders.

FURTHER ADVICE AND FEEDBACK

10. The document owner is the DOSR. For further information about any aspect of this document, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

Job Title	DOSR-Policy, Regulations and Guidance
E-mail	DSA-DOSR-PRG@mod.gov.uk
Address	Juniper #5004, Level 0, Wing 1, Abbey Wood North, Bristol, BS34 8QW

Chapter 4: ROLES AND RESPONSIBILITIES

1 Overview

2 MOD Safety Regulation

Defence Safety Authority (DSA)

Introduction

Defence OME Safety Regulator (DOSR)

Defence OME Safety Regulator Stakeholder Committee (DOSR SC)

3 MOD Safety Implementation

Introduction

Defence Equipment And Support (DE&S)

Independent Safety Auditor

Joint Forces Command

Defence Infrastructure Organisation

Deputy Chief of Defence Staff (Military Capability)

Users / Operators

1. Overview

1. The Secretary of State's (SofS) Policy Statement (as contained within DSA01.1 declares that safety is the responsibility of both line management and individuals. In the Ministry of Defence (MOD) these are supplied in the format of a formal Letter of Delegation. Such delegations can only be made to those staff that are Suitably Qualified and Experienced Personnel (SQEP) and have the resources to undertake those duties.
2. By the Charter for the DSA, the SofS empowers the DSA for its roles as Regulator, Investigator and Defence Authority, granting its independence (from financial, political and operational pressures) and authority as well as outlining its responsibilities. The DSA regulates all areas of defence where the MOD has exemptions from legislation.
3. The SofS Policy Statement identifies central individuals as being responsible for specific aspects of the Safety and Environmental Management System (SEMS), separated into "Regulation" and "Implementation".
4. **Secretary of State.** The SofS issues a policy statement regarding Health Safety and Environmental Protection (HS&EP) in Defence.
5. **Permanent Under Secretary (PUS).** The PUS is appointed as the senior official responsible for putting the policy statement into practice and ensuring HS&EP compliance.
6. **TLB Holders and Trading Fund Agency Chief Executives** are senior duty holders and are responsible for choosing the duty holders in their organisation who manage activities which could be a risk to life. PUS holds TLB holders to account for their performance in terms of health and safety.

Defence Safety Committee (DSC). The DSC is chaired by the DG DSA and is part of the MOD corporate governance structure as set out in the SofS's Policy Statement. Senior representatives of Top Level Budget (TLB) holders, Trading Fund Agencies (TFA), and DG DSA are members of the DSC. It supports the PUS in carrying out the responsibilities as Process Owner for HS&EP. These include:

- Providing strategic direction.
- Setting objectives.
- Assessing and prioritising the MOD's HS&EP risks.
- Considering such risks arising from Planning Round options and providing advice to the Defence Board.
- Monitoring and reviewing the implementation of the Department's HS&EP strategy.
- Providing assurance to the PUS and the SofS that the management of HS&EP is effective and complies with the SofS's policy.

7. Roles and responsibility identified within the “Regulation” aspect of the SEMS is presented in Section 0, whilst “Implementation” aspects are presented within Section 0.

2. MOD Safety Regulation

Defence Safety Authority (DSA)

1. The DSA is responsible for the regulation of Defence HS&EP. It provides independent advice to the SofS regarding HS&EP policy in Defence and evidence-based assurance that the policy is being promoted and implemented in the conduct of Defence activities. It owns and directs the activities of Defence's independent accident investigation teams.

Introduction

2. The DSA brought together the Defence Safety and Environment Authority (DSEA), the Military Aviation Authority (MAA) and the then newly established Defence Fire Safety Regulator (DFSR) to form an independent authority that provides Defence with a single, independent, focus for safety and environmental protection. The DSA regulates all areas of Defence where there are exemptions from legislation. These exemptions exist because of the particular requirements of Defence and relate to domains and subjects such as nuclear, aviation, maritime, explosives and ordnance, and fuels and gases.

3. The SofS's HS&EP Policy Statement requires that MOD complies with the law if it is subject to it and that if granted exemptions, the MOD should produce internal regulations that generate outcomes that are, so far as is reasonably practical, at least as good as those required by legislation. In addition to regulation, the DSA is responsible for overarching safety and environmental protection policy and will conduct high level assurance to establish whether Top Level Budget (TLB) organisations and Trading Fund Agencies (TFA) are complying with the requirements of legislation, as well as internal regulation, in accordance with the policy statement.

Defence OME Safety Regulator (DOSR)

4. The DOSR is an independent regulator within Defence and holds a personal letter of delegation from the Director General of the DSA which defines his / her authority and responsibilities. This directs the DOSR to regulate OME safety across Defence activities in accordance with the SofS's policy statement and to maintain a regulatory regime.

5. The DOSR is required to develop, promulgate and enforce the MOD regulatory regime for OME Safety and Environmental Protection (S&EP) across Defence. The DOSR has specific responsibilities for the regulation of:

- a. Explosives Safety and Environmental Protection..
- b. Major Accident Control Regulations.
- c. OME Through Life Safety.
- d. Military Laser Safety.
- e. Defence Ranges Safety.

3. MOD Safety Implementation

Introduction

1. The roles and responsibilities for the MOD's safety implementation organisations are outlined in the following sections.

Defence Equipment and Support (DE&S)

2. Chief Executive Officer (CEO) DE&S is accountable to the SofS, through the PUS and ensures that:

- a. Acquisition provides safe systems, equipments, support and stores.
- b. Contracts and partnership arrangements operate consistently End-to-End and with effective change controls, according to common standards and procedures spanning engineering, storage and distribution, and comply with legislation.
- c. Safety roles and responsibilities are defined and documented within Customer Supplier Agreement (CSA) relationships with Users, and that Users comply with CSA requirements including logistics procedures and risk assessments required in contracts.
- d. Delivery and support of equipment is fit for purpose such that the risk when using it is either Broadly acceptable or Tolerable and As Low as Reasonably Practicable (ALARP).
- e. Safe working practices are in place and an effective safety management framework across the Defence Supply Chain for storage and distribution of material and for writing, maintaining and communicating associated documents, Defence Instructions and Notices (DIN) and specific TLB instructions.

3. **Chief of Materiel (CofM).** The CofM in each domain (i.e. Fleet, Land, Air, Joint Enablers) is responsible for ensuring that equipment, support and logistic arrangements supplied by Director Joint Supply Chain (D JSC) and other delivery teams are demonstrably fit for purpose, such that the risk to the workforce, others who may be affected and the environmental impact when they are used is either Broadly acceptable or Tolerable and ALARP. CofM is responsible for ensuring that financial resources are available to operate safely and to maintain safety standards. CofM is to confirm to CEO DE&S that interfaces between project team, delivery teams and Users handle safety issues robustly and effectively, particularly regarding safety risk assessments and operationally driven decisions taken by Users to operate outside Project Team (PT) defined safe performance limitations.

4. **Directors.** The Directors of each Operating Centre are responsible for ensuring that:

- a. The equipment and services procured, delivered and supported by their Operating Centre are fit for purpose.
- b. Safety responsibilities are defined in the JBA (Joint Business Agreement) with the users.

- c. Sufficient resources are available to allow Project Team Leaders (DT/PTLs) to effectively use this authority and meet the required safety performance.
- d. Authority for the discharge of these responsibilities is delegated down the line management chain.

5. **Project/Delivery Team Leader.** The DTDT/PTL operates within the personal Letter of Delegation for managing System Safety, through the Director of the Operating Centre. If there is to be further delegation, it shall be ensured (by the DT/PTL) that staff receiving delegations are competent and have at their disposal the necessary resources to carry out tasks delegated to them. The DT/PTL is responsible for ensuring that throughout the life of the system:

- a. Safety targets and requirements are set and communicated in System Requirements Documents (SRD) (or Safety Documentation if the SRD does not exist, i.e. for legacy projects) and are met.
- b. Environmental targets and requirements are set and communicated in SRD (or Environmental Documentation if the SRD does not exist, i.e. for legacy projects) and are met.
- c. Equipment is safe to operate, maintain, and is supported by a Safety and Environmental Case.
- d. Hazards are controlled so that residual risks are reduced to either Broadly acceptable or Tolerable and ALARP throughout the acquisition cycle.
- e. Appropriate through-life safety management arrangements are established for the equipment.
- f. In-service maintenance and training procedures are detailed in technical documentation to ensure safe operation.
- g. The Safety and Environmental Case is kept up to date.
- h. Support documentation and training documentation to end users are maintained and their configuration controlled.
- i. Arrangements exist for monitoring and recording safety performance and regular reviews are conducted.
- j. The TL is also responsible for ensuring that the project team:
 - 1) Supplies safe equipment, systems and spares.
 - 2) Provides user instructions, training, and maintenance procedures.
 - 3) Defines the performance safety limits.
 - 4) Defines how equipments are to be transported and stored safely and promulgates such using JSPs, DINs and Defence Equipment & Support (DE&S) instructions.
 - 5) Aligns configuration control of instructions and the performance envelope with configuration control of the systems and components.
 - 6) Ensures users understand the safety implications of all changes, (e.g., system design or periodicity of maintenance could present new safety hazards).

- 7) When requested by PT, provide technical advice to users operating systems outside of the defined safe maintenance and performance envelopes.
6. **Defence Munitions (DM).** Defence Munitions receives, stores, maintains and issues (RSMI) the range of General Munitions (GM) and Complex Weapons (CW) that are mandated by the MOD Centre and procured through DE&S Project Teams (PTs) to equip the Front Line Commands (FLCs) and Operations.
7. **Head of Quality, Safety and Environmental Protection (Hd QSEP).** The Hd QSEP provides CEO DE&S with assurance that safe and environmentally compliant procedures and processes are defined and complied with within DE&S, so that equipment, systems, support, logistics and the operation of DE&S are safe and environmentally compliant. The Acquisition Safety & the Environment (ASE) Branch, provides policy, advice and guidance to support the continuous improvement of DE&S acquisition safety and environmental protection issues. ASE provides corporate support to the DE&S senior managers regarding acquisition safety and environmental policy implementation, strategy, processes and assurance. ASE sponsor the DE&S-mandated Acquisition Safety and Environmental Management System¹ (ASEMS) that describes the processes and procedures that must be employed by DE&S projects through-life for safety and environmental management.
8. **Weapons Head of Engineering.** The Engineering Team sits within the 1* Engineering and Safety Pillar of the Weapons Operating Centre (WOC). The team has a wide range of responsibilities including local policy, governance, assurance, advice and guidance within the WOC.
9. **Defence Ordnance Safety Group.** DOSG is the DE&S focal point for OME Safety. DOSG provides OME Safety support, OME technical support and OME Safety advice across the MOD and other government departments.
10. DOSG supports the Defence Ordnance Safety Regulator (DOSR) in developing, maintaining and promulgating OME safety policy, standards and regulations, ensuring an appropriate framework to ensure safety at all stages of the OME life cycle.
11. DOSG teams provide advice, guidance and support directly to Duty Holders across the MOD, primarily but not exclusively through DE&S Project Teams, on the acquisition of safe and suitable for service OME weapon systems (including those being procured to meet Urgent Operational Requirements) throughout the life cycle including the interpretation and application of policy, standards and regulations for OME Safety.
12. The DOSG OME Safety Advisor appointed to a PT is responsible for providing support and advice to the PT in the development of the Safety and Environmental Case, OME SECR and OME Safety Submissions to the OSRP, following the principles and guidance provided in DSA 03.OME. The OME Safety Advisor should, where appropriate, be a member of PT Safety Committees and on the request of the

¹ See Acquisition System Guidance (ASG).

PT, act as a conduit with the OSRP or other single domain authorities. If an OME Safety Advisor has not been involved in the development of a project's Safety and Environmental Case, they may be members of an OSRP that is reviewing that project's OME Safety Submission as they retain independence of the system being reviewed.

13. **OME Safety Review Panel (OSRP).** The requirement for the OSRP process is governed by DSA 03.OME. The OSRP Management Board (OSRPMB) provides oversight of the assurance and review process undertaken, whilst allowing co-ordination of individual panels by the OSRP Secretariat.

14. **OSRP Secretariat (OSRP Sec).** The OSRP Sec will check OME Safety Submissions for completeness; confirm review levels and assign to the appropriate OSRP. It is a focal point for OSRP issues and resolves conflict and interface problems with PTs. When these cannot be resolved, issues will be referred to the OSRPMB Chair for resolution. The OSRP Sec also monitors OSRP Assurance Statement (OAS) review dates notifying PTs three months before the review date is due, that they need to consider providing a further OME Safety Submission to the OSRP.

15. **Safety, Engineering and Technical Assurance (SE&T).** The Safety and Engineering Assurance lead in Head of Engineering is responsible for providing safety and engineering assurance across the Weapon Operating Centre (WOC) teams and assessing the maturity level of technology being pulled through into projects.

Independent Safety Auditor

16. **Independent Safety Auditor (ISA).** The ISA provides independent safety assessments to demonstrate that the safety requirements for the system being considered are appropriate, adequate, and ultimately satisfy the need. An appointed ISA will typically, on behalf of the duty holder:

- a. Conduct independent assessments.
- b. Conduct audits of safety against planned arrangements.
- c. Provide recommendations regarding the acceptability of a proposed safety argument to aid duty holder acceptance.

Joint Forces Command

17. **Joint Forces Command (JFC).** The JFC holds overall responsibility for Health, Safety and Environmental Protection (HS&EP) across the JFC TLB. This includes the Permanent Joint Headquarters (PJHQ), Operational Theatres, Permanent Joint Operating Bases (PJOBs) and some other Business Units that operate within the UK and overseas. The JFC Area of Responsibility includes many OME activities. Some of these activities are carried out by permanent JFC staff, others by staff from the single Service Commands on operational deployment.

18. **Permanent Joint Headquarters (PJHQ).** The PJHQ holds responsibility for the planning and execution of UK-led joint, potentially joint, combined and multi-national operations. PJHQ's function is to provide politically aware military advice,

produce contingency plans and exercise operational command of forces committed to operations; as such PJHQ directs, deploys, sustains and recovers assigned UK forces.

19. **Chief of Joint Operations (CJO).** The CJO is responsible for all HS&EP matters within the area of responsibility, namely Operational Theatres (OTs) and Joint Exercises, as delegated by Commander JFC. CJOs objectives are to provide all personnel with, so far as is reasonably practicable, safe facilities, equipment, systems of work, working environment and sufficient information, instruction and training, with respect to HS&EP matters.

20. **Chief Environment and Safety Officer (CESO).** The CESO (JFC) is the TLB focal point for all HS&EP matters. CESO (JFC) provides advice, support and assurance to JFC Commanders, and monitors the application of arrangements with respect to HS&EP management across the TLB.

Defence Infrastructure Organisation

21. **Chief Executive of the Defence Infrastructure Organisation (CE / DIO).** The CE / DIO is responsible for:

- Managing, constructing, maintaining and providing land, properties and related infrastructure services to meet the current and future needs of the MOD and personnel at home and abroad.
- Supporting current operations.
- Meeting safety / regulatory obligations.
- Achieving sustainability targets.

The MOD estate is made up of three parts:

- The Built Estate comprising accommodation blocks, barracks, naval bases, depots, historic buildings and aircraft hangars / airfields.
- The Housing Estate comprising Service family homes.
- The Defence Training Estate (DTE) comprising 16 major training areas and 104 other training areas and ranges.

Related infrastructure services include facilities management, such as cleaning, catering and accommodation stores and technical support such as land quality management.

Deputy Chief of Defence Staff (Military Capability)

22. **Deputy Chief of Defence Capability (DCDS(MilCap)).** DCDS MilCap is currently responsible for planning and delivering a coherent and affordable programme of military equipment capabilities which meets joint operational

requirements, ranging from current operations to the Future Force. Responsibilities are changing as part of Defence Transformation to focus in future on MOD-level Strategic Force Development, Balance of Investment and Capability Coherence, although will still retain overall responsibility for specific Strategic Projects, including the Successor Nuclear Deterrent and Carrier Strike Programmes.

23. **Equipment sponsors.** The Equipment sponsors are required to inform the PT via the User Requirement Document (URD) of any specific safety issues and safety performance requirements that the equipment or service will need to meet. They are expected to identify what, if any, safety information they already hold, and to enter into clear agreements as to which organisation will be responsible for obtaining any location specific permits or authorisations, and related assessments for the use of the system.

Users / Operators

24. The Users / Operators in the single Service Commands and the Joint Forces Command are responsible for operating equipments in accordance with user instructions, maintaining equipments according to maintenance procedures and to transport and store according to current regulations, DINs and PT procedures. These apply to both training and operations.

25. Through Joint Business Agreements (JBAs) with the PT Users are responsible for:

- a. Confirming instructions and procedures have been maintained and configuration controlled according to PT changes.
- b. Confirming equipments are being maintained and used according to PT procedures and safe performance envelope.
- c. Immediately reporting to the project team concerns identified by operators (e.g. problems, unexpected performance, failures, etc.).
- d. Reporting to the PT all decisions taken to operate equipment and support outside defined performance and maintenance limitations.