



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

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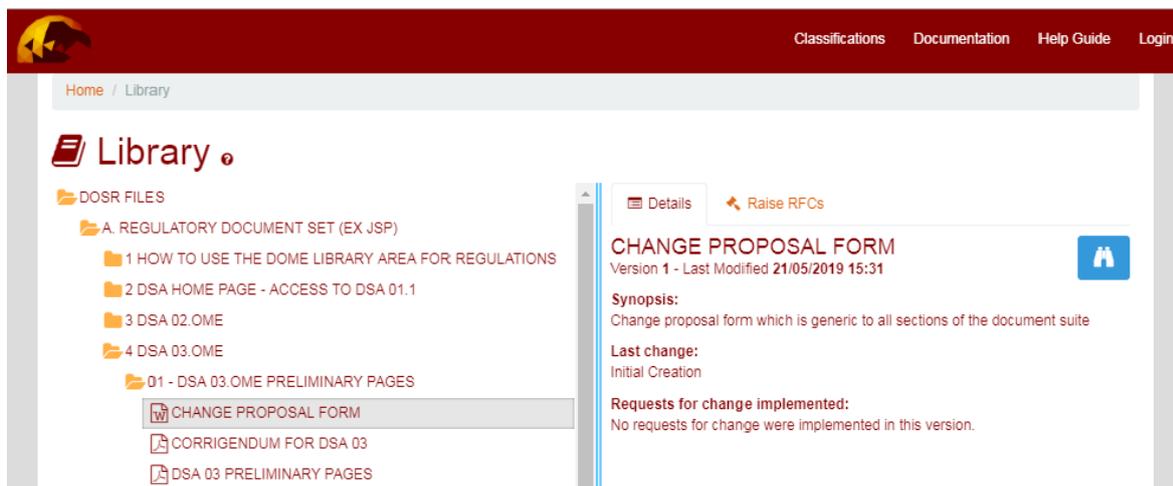


Figure 1. Change Proposal Form (Word version) Location

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:

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1 Overview

1. The Defence Safety Authority (DSA) requires the Defence Equipment and Support (DE&S) to put in place a robust Independent Review Body (IRB) for inherent Ordnance, Munitions and Explosives (OME) safety as a component of the MOD's assurance regime.
2. Assurance of inherent OME safety shall be through the independent peer review of documentary evidence undertaken by an OME Safety Review Panel (OSRP). These documents collectively form the OME Safety Submission. The OSRP acts on behalf of the DE&S Organisation and provides it with project independent assurance of compliance with this policy. The OSRP has the authority to provide assurance through the issue of OSRP Assurance Statement¹ for projects, based on submissions presented.
3. The OSRP Process is broken down into Codes of Practices (COP):
 - a. Phase 1: COP Precursors to the OSRP.
 - b. Phase 2: COP the OSRP Review.
 - c. Phase 3: COP Post OSRP Requirements.
4. The assurance regime is not intended to provide a guarantee of inherent OME safety in the operation of the Project Teams (PT) arrangements. Responsibility for inherent OME safety can only lie with the PT Leader (PTL). The OSRP assurance function is an acceptance of the PTs' approach to identifying and meeting inherent OME safety needs, as demonstrated through the review of the OME Safety and Environmental Case Report (SECR). It is not an acceptance that the PT's arrangements are either Broadly Acceptable or Tolerable and ALARP but is an examination of the robustness of the supporting evidence. PTs are responsible for demonstrating in writing and in the Safety Case that they are managing the OME safety risks.
5. Regular acceptance of OME Safety Submissions by the granting of an OSRP Assurance Statement does not diminish the PTL ownership of the Safety and Environmental Case, the PTL, not the OSRP, is responsible for preparing, developing and amending the safety documentation to the acceptable standard. The assurance regime operated by the OSRP, emphasises the duty of care of the PT and the ownership and management of risk by their system operators.
6. The PTL is mandated² to submit evidence in the form of an OME Safety Submission for review as part of the assurance process. The only area of flexibility open to the PTL is to make a case for disagreeing with any Caveats / Provisos / Limitations posed by the OSRP in the form of an OSRP Assurance Statement.

1. Formally known as CSOME.

2. DSA 03.OME Part 1 (JSP 520) Chapter 01.

2 Phase 1: COP Precursors To The OSRP

1. The Precursors to the OSRP process are illustrated within Annex A, Figure A1.
2. The OME PT shall present OME Safety Submissions for OSRP review at key project milestones. Periodicity of OME Safety Submissions should be proportional to the risks associated with the system and should align with the business approvals process. Typically, an OME Safety Submission will be presented to the OSRP for assurance at the following project milestones in the acquisition cycle:
 - a. Initial Gate.
 - b. Main Gate.
 - c. Entry to Service.
 - d. In-Service changes.
 - e. Withdrawal from Service.
3. At the main milestones identified above and in accordance with DSA03.OME (JSP520) Part 1, it will be necessary to have the current OME SECR reviewed and the OME SECR to be issued at other stages during the acquisition cycle whenever changes affect the inherent safety of the system, for example, when the item of OME is to be employed in a different manner.
4. The PT in consultation with the OSRP Secretariat will agree the milestones at which an OME Safety Submission will be presented for review. Changes to the system or its safety programme may require these milestones to be revised and, as such, should be identified to the OSRP Secretariat. This is of particular relevance to projects that do not follow the standard Acquisition Cycle process and cannot apply the normal Initial / Main Gate milestones.
5. Not less than 3 months before a major project milestone, the PT should formally approach the OSRP Secretariat, via the DOSG Task Management System (TMS), stating the need for an OSRP Assurance Statement to support progress through the milestone by receiving assurance from the relevant authority³ that planned activities are demonstrably safe. The PT develops a SECR in accordance with DSA03.OME (JSP520) to show that OME risks are adequately understood and will be sufficiently managed. During this phase, the OME Safety Advisor input can be broken into two phases:
 - a. Production of formal OME Safety Advice to support the intended OME Safety Submission. This should form the basis of any OME SECR and should be up to date. If the Safety Advice is not current, then updated Safety Advice should be sought prior to submission of the OME Safety Submission. Note: This activity need not involve the OSRP Secretariat.

³ The relevant authority for OME is DE&S Weapons Engineering TL (DES WpnsEng TL), who is responsible for providing OME Safety Assurance for DE&S OME Projects.

- b. Provide OME Safety Advice / Guidance as a member of a Safety and Environmental Panel (SEP). As a member of the SEP, they may be required to provide formal feedback in the form of Safety Advice or Guidance.
6. During the review of the SECR the OSRP will seek feedback from the OME Safety Advisor on the veracity of the OME SECR.
7. Irrespective of authorship of the SECR, OME Safety Submissions shall be presented under a covering letter, signed by or on behalf of the OME PTL or by an authorised representative, to provide proof of ownership. The covering letter shall:
 - a. Formally take ownership of the SECR by the PTL.
 - b. State the OME Review Level Category allocated to the OME.
 - c. Define the OME for which review is sought.
 - d. Describe the interfaces between the subject OME and the wider system.
 - e. Reference all supporting documentation, and list as enclosures, provided for review, which includes the SECR.
 - f. State the operating environments, including transportation modes (Land / Sea / Air).
 - g. Provide a proposed date by when the OSRP review is to conclude, taking account of the OSRP Process timescales identified in Annex A, Figure 2.
 - h. Detail points of contact (PT and OME Safety Advisor).
 - i. State the reason for the OME Safety Submission, e.g., Initial Gate, Main Gate Entry to Service, In-Service changes, Withdrawal from Service, etc.
8. The content of the OME Safety Submission may vary according to a number of factors. A routine OME Safety Submission will normally consist of the following documents; however, guidance may be sought from the relevant OME Safety Advisor where there is any doubt:
 - a. PTL's Covering Letter.
 - b. OME SECR personally approved by the PTL.
 - c. OME Safety Advice.
 - d. OME Safety Operational Information DSA03.OME Part 1 (JSP520).
9. The OME Safety Submission should be provided to the OSRP Secretariat in both electronic and paper formats; one copy of each is sufficient. It should be noted that draft documents are not acceptable to the OSRP and that paper copies should bear signatures.
10. During the early stages of the project, the OME SECR will summarise the requirements generation and conceptual process; since the immaturity of the project is likely to make collation of hard evidence from physical trials data or full analysis not yet available. In addition, tailored evidence may be used to support a submission for:
 - a. Urgent Operational Requirement (UOR).

- b. Safety of Life at Sea Stores (SOLAS).
- c. Small Arms Ammunition Procurement.
- d. Non Service Pattern Light weapons (NSPLW).

11. Guidance for the completion of a SECR is detailed in DSA03.OME Part 1 (JSP520).

12. Where an Independent Safety Auditor (ISA) is appointed by a PTL, all relevant conclusions drawn from audit reports and recommendations for the PTL's endorsement shall be included in the OME SECR, in support of the safety arguments and declarations.

13. Where a PT wishes to provide evidence to remove a Caveat / Proviso / Limitation identified on an issued OSRP Assurance Statement or seek an extension of the OSRP Assurance Statement Review Date, an OME SECR will not always be required. However there will be a requirement to resubmit evidence to mitigate the removal of the Caveat / Provisos / Limitation or extension of the Review Date in the form of a PT Statement that is supported by the relevant Safety Advisor and contains a statement to such effect. Such an OME Safety Submission is termed a "Letter-Based OME Safety Submission" (Page 10 Para 6-11). Decisions should reflect associated system risks and be done on a case by case basis. Under certain circumstances additional trials evidence and risk assessments may be required to confirm the level of system safety.

14. Any queries regarding the requirement to have an OME Safety Submission reviewed should be directed to the OSRP Secretariat.

3 Phase 2: COP The OSRP Review

Introduction

1. The OSRP Review is illustrated within Annex A, Figure A2.
2. The OSRP Secretariat will request Standing OSRPs to conduct OSRP review tasks.
3. The aim of the OSRP is to independently undertake a proportionate review of the evidence underpinning the arguments contained in the OME Safety Submission⁴ and if deemed accepted they will:
 - a. Endorse the OME Review Level claimed.
 - b. Provide assurance that the arguments contained within the OME Safety Submission meet the requirements of DSA 03.OME (JSP520), subject to any issued Caveats, Provisos and Limitations.
 - c. Issue an OSRP Assurance Statement supporting the arguments presented within the OME Safety Submission, as part of the assurance process.
4. The OSRP will provide constructive feedback to the PT about the OME Safety Submission, if necessary.

OME Review Level Category

5. During the initiation of the SECR, the PTL is to determine the OME Review Level Category⁵. This shall be established on the basis of a corporate risk assessment following the guidance given in DSA03.OME Part 1 (JSP520)⁶. This assessment is likely to be at a higher level at the early stages of the system life cycle and is to be reviewed as the project matures and develops, and as more evidence becomes available.
6. The project review associated with the system (OME Review Level Category) serves to determine the proportionate level of scrutiny to be applied by the OSRP.

Appointment Of OSRP Members

7. Weapons Head of Engineering (Hd Eng) has responsibility⁷ for implementing OME assurance in DE&S, which includes the OSRP to meet DSA policy. Hd Eng appoints the Chair of the OSRP Management Board (OSRPMB), by Letter of Delegation. The Chair of the OSRPMB, in turn will appoint competent personnel from within the OME community, to become members of the OSRPMB and personally delegate, by a Letter of Delegation⁸ suitable members as Chairs of OSRPs.

⁴ DSA 02.OME Part 1 Chapter 1: OME Safety Submission.

⁵ DSA 02.OME Part 1 Chapter 1: Allocation of OME Review Category.

⁶ DSA 02.OME Part 1 Chapter 1: OME Review Level Category.

⁷ Through a Letter of Delegation issued by D Tech.

⁸ OSRP Chairman's Letter of Delegation also identifies the OSRP Members.

8. The structure of the Hd Eng managed OSRP system is illustrated in Figure 1. The OSRPMB provides oversight of the assurance and review process undertaken, whilst allowing co-ordination of individual panels by the OSRP Secretariat. The principles that this structure will follow are:

- a. The OSRPMB will ensure consistency between panels.
- b. The OSRPMB will act as a decision making body for issues raised by individual OSRP that require clarification.
- c. Standard OSRPs will carry out the independent review of High / Medium Review systems.
- d. Low Review OSRPs will carry out a proportionate 'process' independent review.
- e. SMEs will provide support, upon request, to OSRPs.
- f. The OSRP Secretariat will conduct the day to day management of the OSRP process.

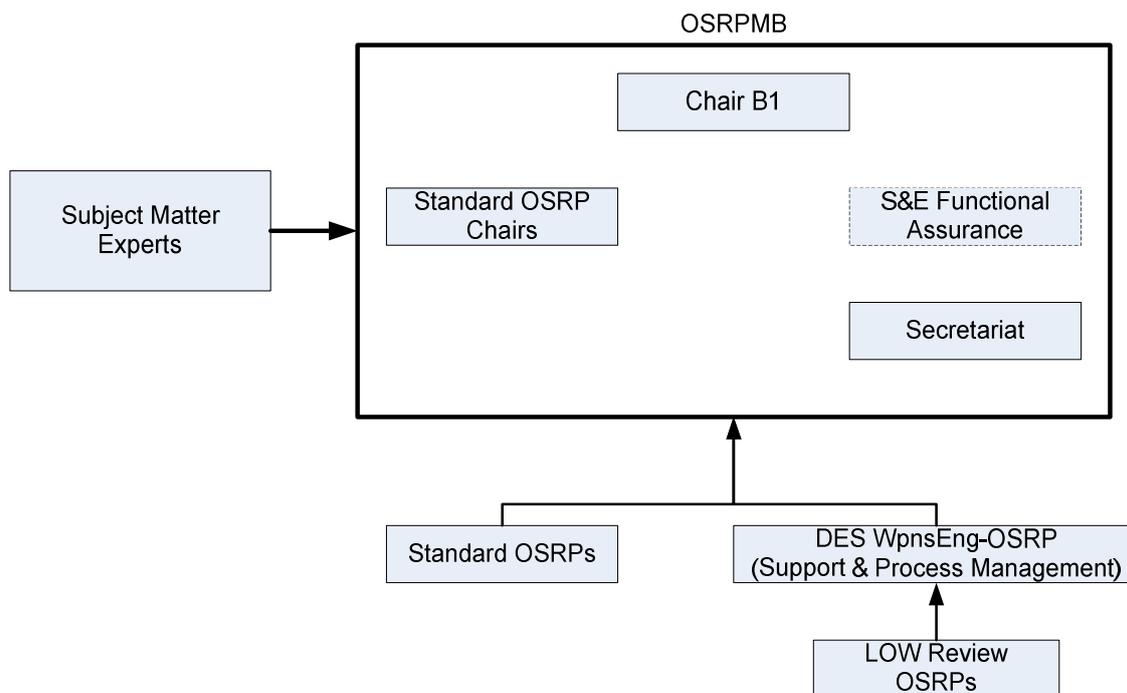


Figure 1: OSRPMB Structure

9. OSRP Chairs will be authorised to conduct OSRP reviews by a formal, personal letter of delegation issued to them by the OSRPMB Chair.

10. The OSRP membership is likely to include:

- a. An independent Chairman appointed by OSRPMB Chair, deemed a competent person⁹ who is independent of the project under review.

⁹ DSA 02.OME Part 1 Chapter 5: Competence.

- b. A member of the OSRP Secretariat to provide technical OSRP Secretariat support and advise on the application of systems safety management processes and overall risk assessment approach.
- c. Relevant technical experts on similar weapon systems design / operation, usually drawn from within OME Safety Advisor or PT community with the necessary expertise and who are independent of the project under review.
- d. Representatives with other subject matter expertise or from other functional safety areas, where appropriate.

11. Representatives of the PT, including the appointed OME Safety Advisor, may be invited to attend a review meeting convened by the OSRP in order to answer any questions that arise and present supplementary safety evidence.

Operation Of The OSRP

12. In general, the review process will be conducted out of committee in accordance with Annex A. Where necessary, the OSRP will formally convene to consider its findings and, where appropriate, endorse the OME Safety Submission in accordance with the following paragraphs:

- a. The OSRP Secretariat shall conduct an initial assessment to establish whether OME Safety Submissions are suitable for OSRP review. Those that are will be distributed to all members of the OSRP, who will be given sufficient time to review and provide comments on the contents of the OME Safety Submission, prior to the date by which assurance is required. The amount of time required to conduct the review process will be dependent upon the volume and complexity of information provided, but for programming purposes a minimum of six weeks shall be allowed.
- b. Having completed their review of the OME Safety Submission, all OSRP members shall provide written comments to the OSRP Secretariat using the review template at Annex F within four weeks of receipt and before any initial OSRP meeting. The OSRP Secretariat, in consultation with the OSRP Chair, shall appraise the comments and queries raised by the Panel members and provide a formal response to the PT. The PT shall supply formal answers or further evidence against the comments raised by the OSRP within specified timescales. At the discretion of the OSRP Chair, a meeting may be convened between the OSRP and representatives of the PT (including the OME Safety Adviser) to clarify the PT's response.
- c. If the OSRP is satisfied that the OME Safety Submission fulfils the requirements of DSA03.OME (JSP520), the outcome of the review shall be in the form of an OSRP Assurance Statement. The Chair shall ensure that any Caveats / Provisos / Limitations are clearly identified as part of the OSRP Assurance Statement to inform other assurance regimes. The OSRP Assurance Statement shall state when the OME PT shall make subsequent OME Safety Submissions to the OSRP for review.
- d. If the level of information in the OME Safety Submission is inadequate for OSRP review, the OME Safety Submission shall be rejected by the OSRP Chair, and the OME PTL formally informed of the panel's decision and reasons for rejection in writing. A copy of this letter will be sent to OSRPMB Chair, for

arbitration and resolution.

e. Where PTs believe that disproportionate requirements have been imposed upon them, or the OSRP has placed unreasonable conditions with the issued OSRP Assurance Statement, the issue may be raised to the OSRPMB Chairman for arbitration and resolution.

Frequency Of Review

13. The PT will identify when OSRP reviews are required and include them in the Safety and Environmental Management Plan (SEMP) and in accordance with Page 2 Para 2. Reviews can also be identified on issued OSRP Assurance Statement. The OSRP Secretariat requires at least 3 months notice from the PT of proposed OME Safety Submission dates to enable to plan the resources to complete an OSRP.

OSRP Assurance Statement

14. The outcome of a successful review will be endorsement of the OME Safety Submission, by the OSRP, in the form of an OSRP Assurance Statement, which is signed by the OSRP Chair on behalf of the whole OSRP. The Panel may decide that Caveats / Provisos / Limitations are appropriate, in which case the Chair will ensure that they are clearly identified as part of the OSRP Assurance Statement. Definitions for Caveat, Proviso and Limitation are:

a. **Caveat.** 'A cautionary remark'. Additional information that does not restrict use or demand any specific action to satisfy the requirements of DSA03.OME (JSP520).

b. **Proviso.** An action required of the OME SMS that has to be completed to fully demonstrate that a particular risk is either Broadly Acceptable or Tolerable and ALARP. It will usually arise from the Hazard Log such as an action requiring completion of some outstanding trial, provision of safety data or plans to monitor throughout the life of the munition. An OSRP Assurance Statement becomes valid only when the conditions of a Proviso are met.

c. **Limitation.** A constraint endorsed by an OSRP on the scope of the operational envelope of a munition, which may preclude it, being used in the intended manner. Normally associated with the lack of evidence that the munition is safe in a specified environment, or conversely that insufficient evidence has been presented to demonstrate that risks are either Broadly Acceptable or Tolerable and ALARP. For example, an OSRP Assurance Statement may not endorse employment:

- 1) In certain climatic categories.
- 2) In particular roles.
- 3) Within specific operational scenarios.
- 4) Beyond a specific date etc.

15. Where the OME SECR or OME Safety Advice identifies limitations that constrain the operational envelope of a munition, the OSRP Chair is to avoid repeating these in the OSRP Assurance Statement.

16. An example of the OSRP Assurance Statement template is at Annex B.

Responsibilities

17. The Roles and Responsibilities, in the context of the OSRP Process for the PTL, OME Safety Advisor (if appointed), OSRPMB Chair, the OSRP Secretariat, Chair of the OSRP and the OSRP Members are stated in DSA03.OME Part 1.¹⁰.

¹⁰ DSA 03.OME Part 1 Chapter 4: Roles and Responsibilities.

4 Phase 3: COP Post OSRP Requirements

1. The Post OSRP Requirements are illustrated within Annex A, Figure A3.
2. Any output of the OSRP shall be forwarded directly to the OME PT for onward dissemination as appropriate. The PT shall ensure that all the relevant OME safety information is sent to all users. Where the OSRP Assurance Statement includes Caveats / Provisos / Limitations necessary to manage the OME system safely, the PT shall ensure that processes are in place to address them either directly or by the Safety and Environmental Management System (SEMS) maintained by higher systems PTs and set out a plan of action to resolve them. Subsequent audits or OSRP reviews shall specifically seek evidence to demonstrate compliance with Caveats / Provisos / Limitations and this evidence may be prerequisites of other MOD assurance regimes.
3. OSRP Assurance is also dependent on the accuracy and validity of the information presented for OSRP review. The Safety and Environmental Case shall be maintained continually throughout the life of each OME item. The issue of an OSRP Assurance Statement does not mean the end of the safety management process and does not abrogate the PTL's responsibility for delivering safe systems or the user's responsibility for using the system safely.
4. Policies and procedures defined in DSA03.OME (JSP520) relate to inherent OME safety only, and the issue of an OSRP Assurance Statement is only the first step in the MOD's assurance regime. The process of integrating the OME Safety and Environmental Case into a specific platform operating environment and its associated Safety and Environmental Case, including the issue of relevant OSRP Assurance Statement to permit use and Release To Service (RTS) are specified in the domain-specific safety documents.
5. When the equipment is no longer in the MOD inventory, the PT is to advise the OSRP Secretariat, to enable update of the OSRP Database and archive of the relevant OSRP Assurance Statement.

The Review and Re-Issue Of An OSRP Assurance Statement - COP

6. An OSRP Assurance Statement review date will be set by the OSRP; and will be commensurate to the OME's Review Level Category¹¹ and any identified limitations.
7. An OSRP Assurance Statement will automatically lapse upon its review date. Should the PT require a statement beyond this date then a further OME Safety Submission, which may be a Letter Based OME Safety Submission (LBOSS), should be provided to the OSRP in sufficient time for the OSRP review process to complete before the review date. However, a LBOSS can not be used if the relevant Hazard Log contains Category A risks, a full OME Safety Submission is required. The PT is

¹¹ DSA 02.OME Part 1 Chapter 6: OME Review Level Category.

to seek agreement on the suitability of the use of an LBOSS from the relevant OME Safety Advisor and the OSRP Secretariat.

8. The OSRP will seek to review the continued validity of a Statement at the defined review dates. Failure to renew the OSRP Assurance Statement will result in OSRP being unable to provide continued assurance of the OME Inherent safety. Therefore, the OSRP Secretariat will notify the PT and report it to the OSRP MB Chair via quarterly reports.
9. PTs are to note that where an OSRP Assurance Statement was issued for in-service mature munitions using the former OME Legacy Process, previously detailed in Issue 2 of JSP520 and now withdrawn, when the review date is reached, PTs shall be required to present a full OME Safety Submission.
10. The following outlines the minimum requirement for evidence in an updated SECR, or in a LBOSS as appropriate:
 - a. A signed request for the review and re-issue of an existing OSRP Assurance Statement by or on behalf of the PTL.
 - b. Details of the previous OSRP Assurance Statement issued and the reason for the request for OSRP.
 - c. A short description of the OME system and description of main components.
 - d. OME Review Level Category, with a summary of the number of classified Category A, B, C or D risks, and any unclassified hazards.
 - e. SECR status i.e. the date signed by the PTL and details of reviews and updates.
 - f. Confirmation that the appropriate risk referral process has been followed.
 - g. A statement that the risk are either Broadly Acceptable or Tolerable and ALARP arguments presented in the submitted SECR (or previously submitted SECR) are or remain valid.
 - h. Details of formal internal reviews of the Safety and Environmental Case.
 - i. Confirmation of any design changes since the issue of the existing OSRP Assurance Statement.
 - j. Confirmation that the OME is not being used in any new environments for which it has not been tested or assessed.
 - k. Confirmation that the submission is supported by the system OME Safety Advisor.
 - l. Confirmation that the safety evidence provided is current, providing revised issue information as required.
 - m. Evidence to support the removal of a Caveat, Proviso or Limitation.
 - n. Outline of safety activities that have taken place since the issue of the existing OSRP Assurance Statement, including:
 - 1) The assessment of new hazards.
 - 2) Updates to the Hazard Log.

- 3) In-Service Surveillance activities.
- 4) Safety related Munition Incidents and Defects and PT actions to address.
- 5) Details of the Safety and Environmental Panel (SEP) meetings (with confirmation that the SEP remains content with the inherent OME safety).
- 6) Details of internal and external OME safety audits undertaken and their findings.
- 7) Details of the usage rates where known.

11. A LBOSS template is provided at Annex C, for submission to the OSRP. Whilst any other format that contains relevant information identified within this template is acceptable, its use is strongly recommended.

5 COP - UOR OSRP Process

1. In UOR cases, timescales may prevent the generation of a comprehensive SECR, and the assessment shall be based upon a review of available evidence, supported where appropriate by read-across from similar equipments and systems. It remains the OME PTL's responsibility to collate the available data into a form suitable for review, with hazards identified and risks assessed are either Broadly Acceptable or Tolerable and ALARP. It is recommended that the SECR template identified in DSA03.OME Part 1¹², is used and where there are voids in the evidence, these shall be clearly identified along with the associated risks.
2. On endorsement of the OME Safety Submission, OSRP Secretariat shall issue an appropriate OSRP Assurance Statement. It remains a requirement for the OME PT to continue developing the Safety and Environmental Case for the equipment whilst it is operated in support of the UOR. Requests to extend the OSRP Assurance Statement shall be dependent upon this activity taking place.
3. The review date for OME Safety Submissions in support of UORs will invariably be dependent on operational imperatives which the OSRP will strive to achieve. The PT is to consult with the OSRP Secretariat to agree realistic and achievable timescales. It should be noted that after an initial OSRP Assurance Statement has been issued, any request to extend that OSRP Assurance Statement where there have been no changes to either the OME or its usage under the approved UOR will be treated as a normal OSRP task. As such the lead times for tasking the OSRP for normal tasks are to be adhered to.
4. Where OME is brought into service under UOR arrangements and then retained in service once the UOR has subsided, then the full requirements of DSA03.OME (JSP520) shall be completed, within a reasonable timescale as agreed with the OSRP. This assessment shall include the submission of a full SECR and associated documents that form an OME Safety Submission. Irrespective of this, the PT should be continuing to gather evidence to demonstrate the full requirements of DSA03.OME (JSP520), whilst the OME system is still classified as an UOR.
5. Operationally urgent requirements do not always go through the UOR process, but can have the same legitimacy and urgency when endorsed by Head of Capability (HOC) as an Urgent Statement of User Requirement (USUR); therefore, the process defined for UORs can be applied to HOC endorsed USURs.
6. Although the processes required to obtain appropriate clearances and certificates¹³ may be perceived as taking a long time, an assessment of the future opportunities to achieve the requirement to obtain the required clearances and certificates is required, providing that it does not delay the UOR process. This will facilitate users being advised of potential risks and the suggested mitigations. This is especially important regarding the Insensitive Munitions (IM) signature of a munition or explosive.

¹² DSA 03.OME Part 1 Chapter 9: Safety and Environmental Case Development.

¹³ DSA 03.OME Part 1 Chapter 10: Clearances and Certificates.

6 COP - Very Low Consequence (VLC) OSRP Process

1. If the Project Team and Project SEP has assessed the OME in accordance with DSA03.OME (JSP520) and assigned an OME Review Level Category of 'LOW', they may consider if the Low Risk system has a Very Low Consequence (VLC) by the application of the process at Annex D.
2. If by following the process at Annex D and the conclusions are that a VLC OSRP Assurance Statement can be applied for, then the PT are authorised to undertake self assurance through the implementation of a Safety and Environmental Management System that meets the requirements of DSA03.OME (JSP520).
3. To enable the OSRP Secretariat to monitor the conduct of self assurance, the PT is to prepare a PT Self Assurance Statement in accordance with Annex E and present it to the OSRP Secretariat. The submission of such a statement to the OSRP Secretariat does not require the OSRP Secretariat to be tasked via the DOSG TMS.
4. On receipt of the PT Statement the OSRP Secretariat will:
 - a. Review the content of the PT Statement to ensure it meets the requirements of Annex F.
 - b. Seek further clarification from the PT if it is considered that the intent of the VLC process has not been applied appropriately and ultimately may reject the application.
 - c. Issue a formal serialised VLC Receipt in the form of an OSRP Assurance Statement in the 7000+ series, see Annex F, to the PT if satisfied.
 - d. Record the OME System on the OSRP Database and archive any previous OSRP Assurance Statement.
 - e. Records of VLC projects should be selected as part of the 2nd Party audit system managed by DES Wpns Eng TL and may also be selected for Independent audit by the DSA.

7 COP - Withdrawal of Ordnance from Service

1. When a piece of Ordnance has been declared obsolete and is about to enter the disposal phase of the CADMID cycle, it is not necessary for the PT concerned to provide an OME Safety Submission to the OSRP for review providing the ordnance is to be disposed of by destruction. However, the PT shall send a letter, which is to be signed by the PTL or by an authorised representative, to the OSRP Secretariat to confirm:

- a. The ordnance's Full-Service Designation.
- b. The ordnance's NATO Stock Number.
- c. The Serial Number of the relevant OSRP Assurance Statement.
- d. That the disposal method to be used does not employ any energetic materials or involve any explosive hazard and is supported by the relevant DOSG Safety Advisor.

8 COP - OSRP Appeal Process

Introduction

1. There are two potential areas of dispute with respect to the safety of OME within the OSRP process, these are:
 - a. Disputes between the OSRP Chairman and members.
 - b. Disputes between the OSRP and the PT.

OSRP Chairman / Members Disputes

2. It is possible that an individual OSRP member may disagree with the majority opinion. As the holder of the delegated authority from OSRPMB Chair, the OSRP Chair has to be content with the majority view, since he is the signatory, however any dissenting view shall be recorded in any OSRP decision. All views, conclusions and final decisions shall be recorded and retained within the relevant OSRP file.
3. The OSRP Chair should seek consensus at all times, but if only a majority view is achievable, the OSRP Assurance Statement should reflect the decision of the majority.
4. If a majority view cannot be established, the OSRP Chair should refer the issue to the OSRPMB Chair for adjudication.

OSRP Chairman / PTL Disputes

5. In the exceptional circumstance where a PTL believes that disproportionate requirements have been imposed upon the PT, or the OSRP has placed unreasonable conditions in the issued OSRP Assurance Statement an appeal can be lodged. An outline of the process is at Annex G.
6. Where possible the OSRP should seek to endorse a SECR by the issuing of an OSRP Assurance Statement, even if all mitigation is not to their satisfaction. The OSRP Assurance Statement may be issued with Caveats / Provisos / Limitations identifying a way ahead for further development of the safety arguments, thus allowing the PTL to re-submit to the OSRP as more evidence becomes available. An example may be a recommended limitation of Air Carriage Hours (ACH) until In Service Surveillance (ISS) can provide evidence for an increase.
7. The PT may instigate the appeal process via the OSRP Secretariat, who will staff the appeal to the OSRPMB Chair. The PTL will provide a statement with supporting evidence of the points of contention to the OSRP Secretariat for the OSRPMB Chair to consider the convening of an appeals committee.
8. If the OSRPMB Chair considers that the PTL has grounds for appeal, he shall chair and instigate the convening of an appeals committee, with membership from relevant SMEs. The Appeals Committee will review the findings of the original OSRP against the evidence provided and the arguments presented by the PTL. The Appeal Committee will report its findings to the original OSRP Chair and the PTL via a formally convened meeting. The outcome of the appeal will either find in favour of

the original OSRP decision or the PTL appeal and may culminate in the issue of a revised OSRP Assurance Statement. The OSRP Assurance Statement is to include a statement that it has been issued as a result of an OSRP appeal process and is to be signed by the Appeal Committee Chair; the OSRPMB Chair.

9. PTs are likely to appeal against specific requirements imposed upon them, for example the PT may not accept a recommended limitation of Air Carriage Hours (ACH). In this case the appeal process would only consider the evidence of the subject of the appeal and not all the evidence reviewed by the original OSRP. In this case the final OSRP Assurance Statement would reflect the original OSRP Chair's endorsement along with the appeal OSRP Chair's signature endorsing any amendments to the original requirements imposed.

10. If the OSRPMB Chair considers that the PT does not have grounds for appeal, he will formally respond to the PTL detailing his conclusions for upholding the original OSRP decision.

11. All views, conclusions and final decisions shall be recorded and retained within the relevant OSRP file.

9 COP - OSRP Database

1. An OSRP Database has been developed to manage the issue status of all OSRP Assurance Statement. This enables the OSRP Secretariat to monitor and report the OME inventory assurance to the OSRPMB Chair. In order to ensure the validity of this database, PTs are required to provide the OSRP Secretariat with details of any changes relating to:

- a. Changes to the PTL.
- b. Point of Contact.
- c. Change in ownership of the OME, (e.g. transfer to a different PT).
- d. Withdrawal of the equipment from the MOD inventory.

Annex A: OME Safety Review Panel (OSRP) Process

Figure A1: Precursors to the OSRP

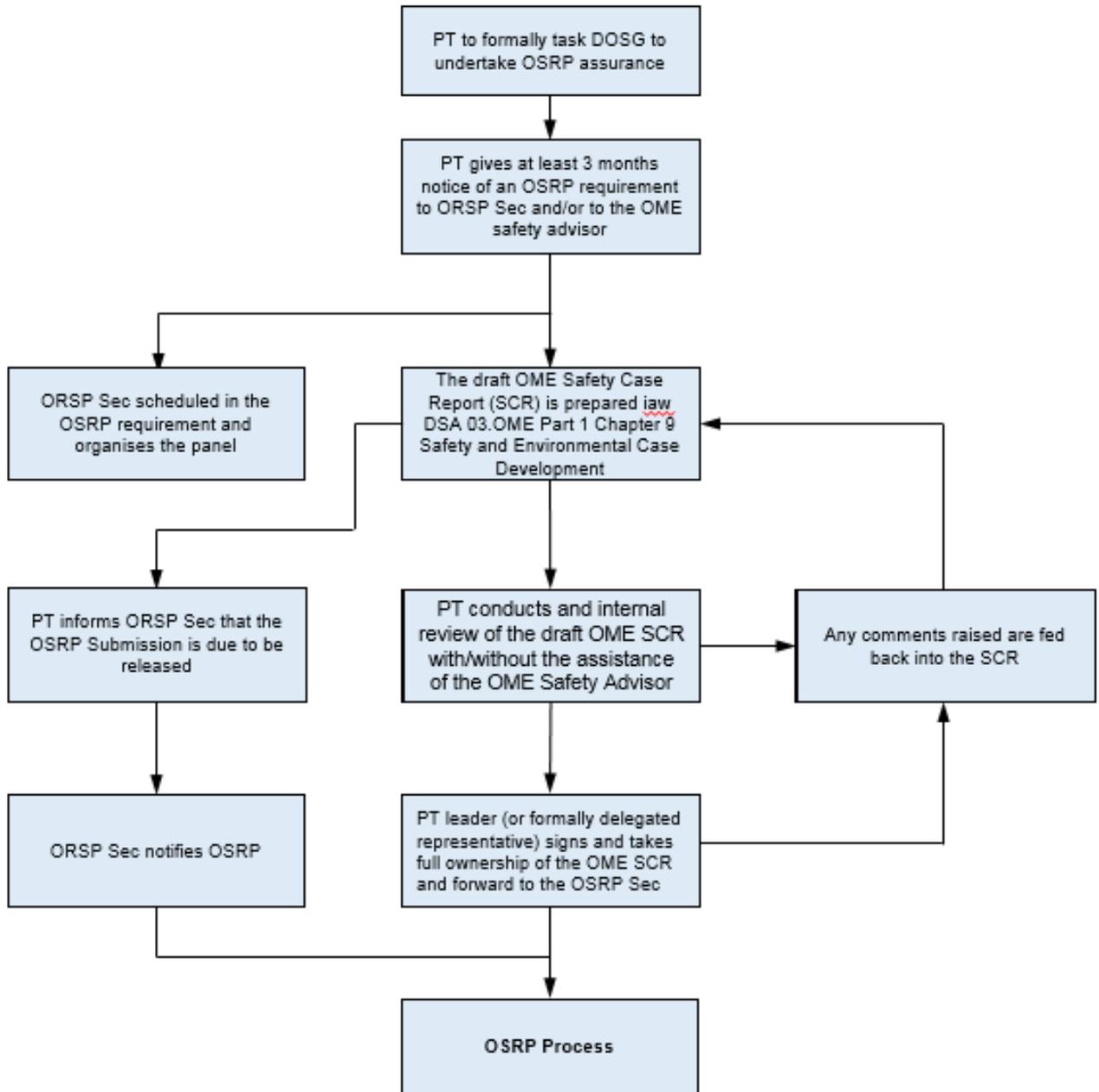


Figure A2: The OSRP Process

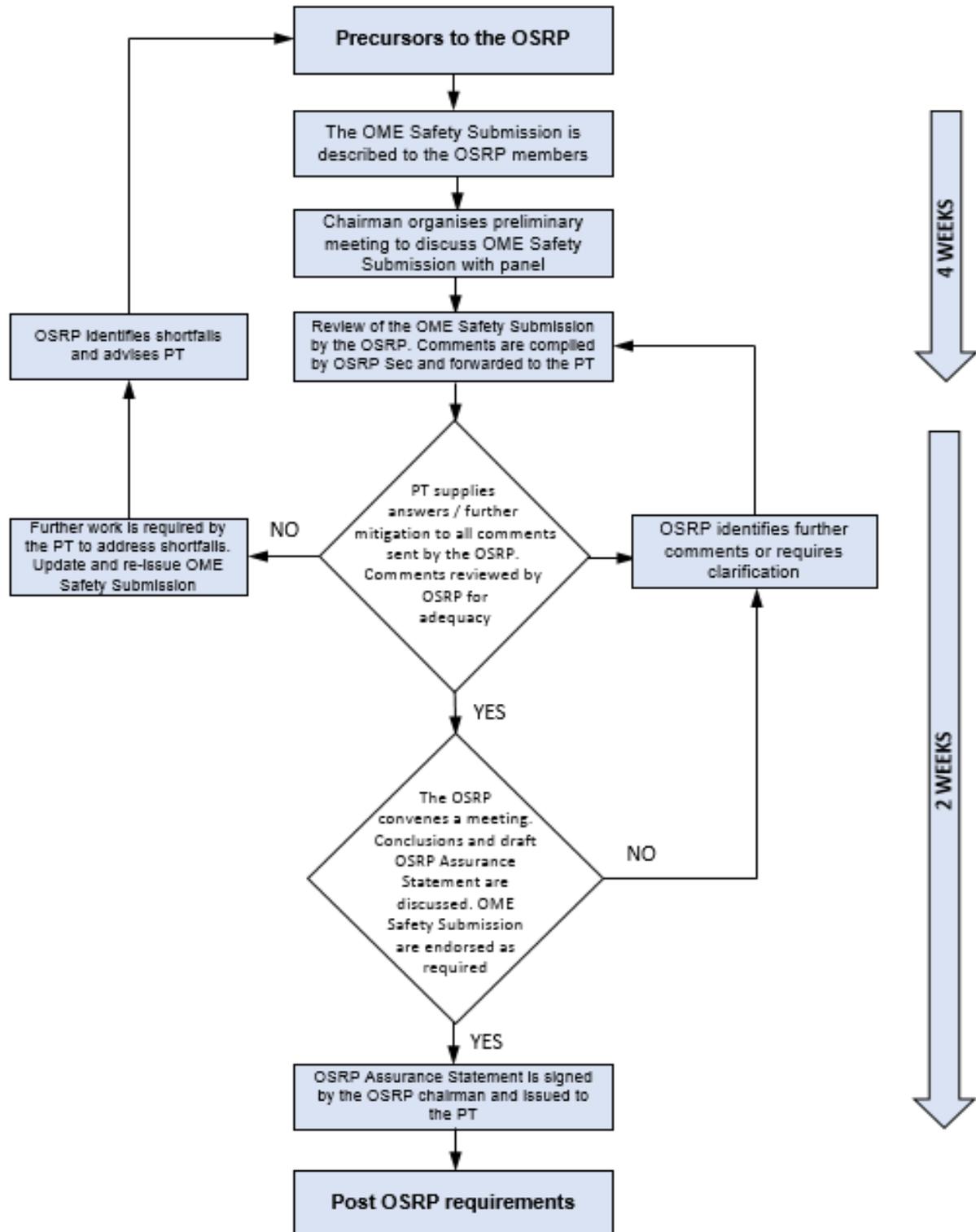
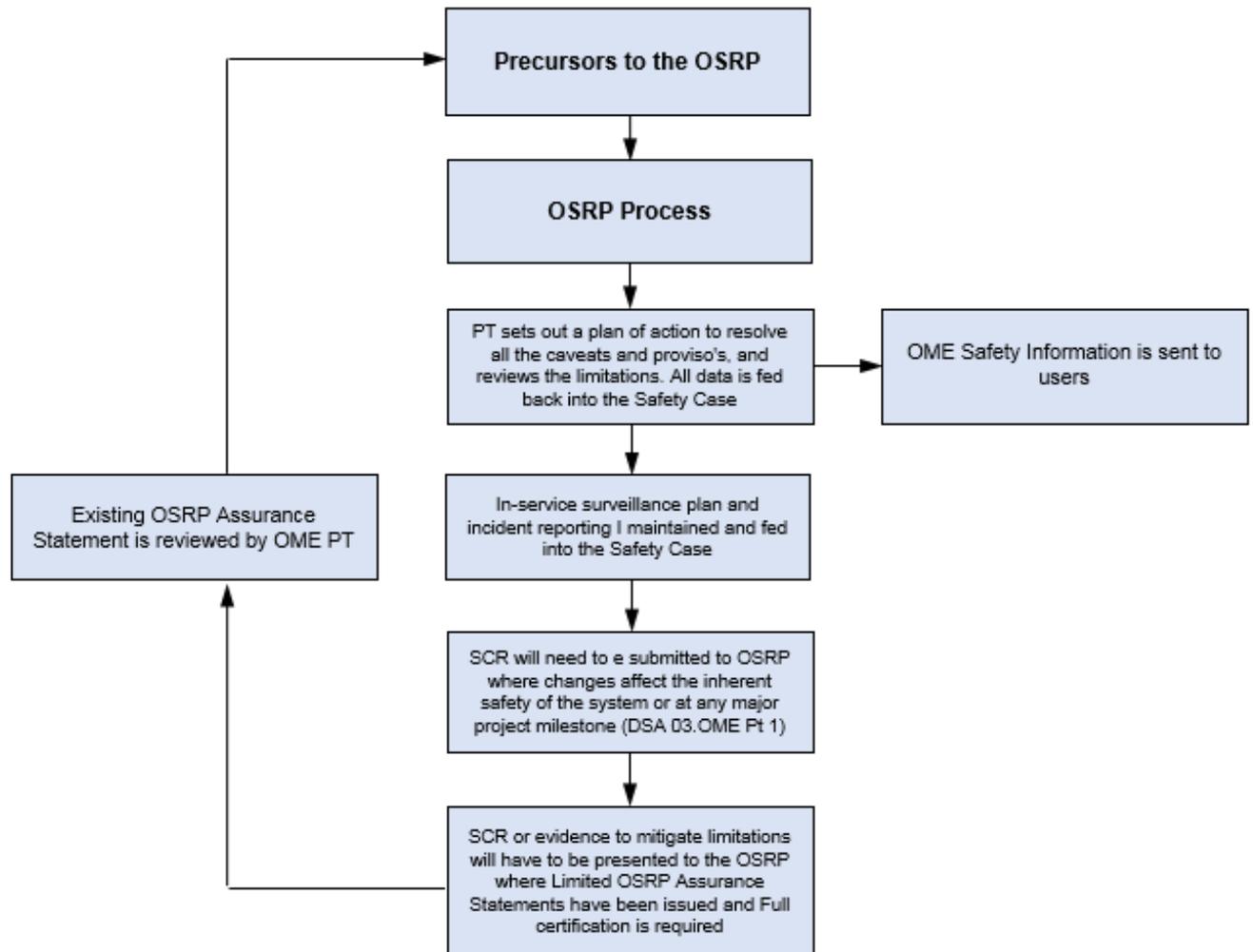


Figure A3: Post OSRP Requirements



Annex B: An example of the template for an OSRP Assurance Statement

OSRP ASSURANCE STATEMENT

<TITLE OF OME>

ISSUED TO:	Project Team Representative Post		
FILE REFERENCE NUMBER:	WpnsEng/2/5/4/1	ISSUE DATE OF OSRP ASSURANCE STATEMENT	XX Jan 13
OME REVIEW CATEGORY:	Low	POSITION IN THE ACQUISITION CYCLE:	In-service
EXPIRY DATE OF OME SYSTEM:	>2015	REVIEW DATE OF OSRP ASSURANCE STATEMENT	XX Jan 15

1. Provide a description of the OME and its application.
2. Outline the scope of the OSRP Assurance Statement , i.e. reason for issue.
3. This OSRP Assurance Statement relates to the OME listed in the table below.

NSN	Nomenclature	ADAC
nnnn-nn-nnn-nnn1	OME title / variant	nnnnn-01
nnnn-nn-nnn-nnn2	OME title / variant	nnnnn-02

4. The OSRP endorse the [Project Title] [High / Medium / Low] Review Level Category.
5. A proportionate review of the evidence underpinning the safety arguments, provided by or under cover of References X and X, was undertaken by the OME Safety Review Panel against the requirements of DSA03.OME (JSP520). The OSRP supports these arguments and is satisfied that this OSRP Assurance Statement may be issued subject to the following caveats, provisos and limitations.
 - 6 Attention is drawn to the following Limitations:
 - a. As required.
 - 7 Attention is drawn to the following Provisos:
 - b. As required.
 - 7 Attention is drawn to the following Caveats:
 - a. The Project Safety and Environmental Panel (PSEP) is to continually ensure that all relevant safety information is promulgated to all personnel involved in the storage, transportation, processing, maintenance, use and disposal of the OME; and this information remains current.
 - b. As required.

Signed:

Chairman (DES WpnsDOSG-XXNaN)
OME Safety Review Panel

Date: XX Jan 13

References:

- A OME System – PT Statement for XXXX
- B Safety & Environmental Case Report for XXXX.
- C DOSG Safety Advice for XXXXX
- D Any other relevant document forming part of the OME Safety Submission

Copy to:

DES WpnsEng-OSRP
OSRP Members
OME Safety Adviser for the OME
DES NAG-Exp2a1
DES WpnsDGM-Astrid
DES WpnProgPlan-TL (if UOR)

Annex C: Template for the OSRP Letter Based OME Safety Submission

Notes:

1. Whilst any other format for a Letter Based OME Safety Submission (LBOSS) that contains relevant information identified within this template is acceptable, its use is strongly recommended.
2. The LBOSS can not be used if there are any Category A risks.
3. The Letter – Based OME Safety Submission should bear an appropriate security classification when completed.
4. The normal text on the template is suggested words; they are not mandatory and may be tailored to meet project specific submission requirements.
5. The highlighted text is guidance as to what information is required at that part of the document.

[Project Team Routine Letter Heading and Set-up]

Distribution:

Reference: PT Reference

Date:

OSRP Letter Based OME Safety Submission for:

[OME SYSTEM TITLE OR SERVICE DESIGNATION]

Introduction

1 Further to the request made by Reference A, this Letter Based – OME Safety Submission (LBOSS) is provided for review by the OSRP. This request is supported by Reference B. It is requested that after the review the OSRP issues an OSRP Assurance Statement, further to Reference C, that incorporates the following amendments:

- a. E.g. Insert any requirement for the removal / amendment to an existing Caveats, Proviso or Limitations.
- b. Insert the required amendments here.
- c. Insert the required amendments here.

OME Definition

2 This LBOSS relates to the OME defined in the Table below.

Full Service Designation & Model No	NSN	ADAC
All variants to be listed		

OME Description

3 Insert a short description of the role of the OME and a description of the main components to enable any reader who is not familiar with the system to visualise the equipment. A diagram may be included in Annex A to this document.

4 A detailed description can be found in Reference D.

OME Acquisition Cycle Status

5 The OME is currently in the insert appropriate stage of the acquisition cycle.

OME Review Level Category

6 The current OME Review Level Category declared by the Safety and Environmental Panel (SEP) / Safety and Environmental Management Committee (SEMC)¹⁴ is Insert here the OME Review Level Category.

OME Background

7 Insert here a concise historical background brief about the status of the OME, which will give the reviewer an understanding of the OME project to date. This should include but is not limited to: the In-Service Date (ISD), projected Out of Service Date (OSD,) significant developments, significant trials results and details of associated Clearances and Certificates¹⁵.

OME Current Situation

8 Insert here a concise description of the rationale that supports the request(s) made at Section 1, above, including references to supporting evidence, which should be enclosed.

9 Provide a statement on any design changes since the last issue of the OSRP Assurance Statement, including references to supporting evidence, which should be enclosed.

10 Provide a statement on whether the OME is being used in a new environment, including references to supporting evidence of testing and assessment, which should be enclosed.

OME Project Team Leader's Declaration

11 The author confirms that the Project Team Leader is aware of their OME safety and environmental management responsibilities as described in Reference XX. It is further confirmed that:

- a. The evidence presented to support the safety status of the OME is relevant to the OME in its current configuration and build standard.
- b. No changes have been made to the OME or its intended use, which would invalidate the supporting evidence and that it is not being used in any environment for which it has not been tested or assessed.
- c. The evidence contained in the OME Safety Submission provided for review by the OSRP that led to the issue of Reference C remains valid.
- d. Any new evidence required to support the request(s) made at Paragraph 1, above, is enclosed.
- e. All relevant safety information has been promulgated to all personnel involved in the transportation, storage, maintenance, use and disposal of the OME.
- f. Based upon the formal environmental assessment, it demonstrates compliance against JSP418¹⁶.
- g. Based upon the formal risk assessment that has been conducted, all residual safety risks associated with the OME are either Broadly Acceptable or Tolerable and As Low As Reasonably Practicable (ALARP). Where risks have not been demonstrated to be an ALARP, then risk acceptance is to be supported with a justification statement and a forward action plan, detailing when and by whom the outstanding issues will be resolved to reach ALARP.

¹⁴ Delete as appropriate.

¹⁵ DSA03.OME Part 1 Chapter 10: Clearances and Certificates.

¹⁶ JSP418 MOD Corporate Environmental Protection Manual.

- h. OME Safety Advisor, <insert name / post>, has been engaged in the development of this LBOSS¹⁷.

OME Safety and Environmental Case

12 A Safety and Environmental Case exists, is maintained and contains the following documents, which support the statements below, are listed at Annex A and will be made available to the OSRP on request:

- a. Hazard Log. State the number of potential accident identified within the Hazard Log and their Risk Category, including any which are currently unclassified. Provide a brief description of any Cat B risks (Note: Cat A risks preclude the use of the LBOSS). What changes have been made to the hazard log, including risk assessments conducted?;
- b. ALARP Statement. Provide a statement that the ALARP and tolerability arguments presented within the submitted LBOSS (or previously submitted SECR) are or remain valid;
- c. Safety and Environmental Management Plan (SEMP). Provide summary of progress against the SEMP, outlining any significant issues (not already raised by other sections of this LBOSS). Details of OME safety and environmental audits conducted or planned, including summary of their outcomes;
- d. SEP / SEMC¹⁸ Meeting Minutes. Confirm when the Project Safety and Environmental Panel has met since the last OSRP Assurance Statement was issued and that the panel remains content that the OME remains inherently safe;
- e. Incident Log. State the number and significance of OME safety incidents in a given time-period, (or from ISD to the current date). State the size of the stockpile and the usage rate (if this data is classified, confirm so and provide a reference where the information may be found);
- f. Interfaces. Confirm any interfaces (providing reference to the current interface agreements) the OME has with higher systems, particularly any combat systems, weapon systems giving fire commands or affecting the OME and of any hotel / supply services. Confirm any assumptions and significant interface safety related issues;
- g. Organisation – Provide a statement on any organisational changes, including roles and responsibilities which are defined within SEMP. Provide evidence changes to significant safety-related, e.g. PTL, have undergone a competence assessment;
- h. Disposal and Emergency Arrangements. Confirm that Explosive Ordnance Disposal (EOD) and emergency arrangements have been promulgated; and that arrangements for logistic disposal have been made that comply with the current legislation or that will be in force at the time of disposal;
- i. Explosive Hazard Data Sheets for all energetic materials that the OME contains or data sheets that provide full details of the explosive content of the OME and associated hazards;
- j. Hazard Data Sheets for non-explosive hazards. If there are no such Hazard Data Sheets available, a statement regarding any non-explosive hazard(s) associated with the OME should be inserted here;
- k. Environmental Impact Statement. State the outputs from Environmental Impact Screening & Scoping activities (in accordance with JSP418), including any major or undesired environmental consequence;
- l. In-Service Surveillance Plan. State the outline details of the plan and whether the assessment of the results of surveillance has led to any OME safety concerns;
- m. Weapon Danger Area / Zone (WDA / Z). State whether a WDA / Z template has been produced, listing the reference and in which publication it has been included;
- n. Insensitive Munition (IM) Status. Confirm the current IM status of the OME, including a summary of the results of IM tests, outstanding actions and, if appropriate, the rationale for no change to the status of IM non-compliant OME;

¹⁷ Where no OME Safety Advisor has been appointed to the PT, then (h) shall be removed.

¹⁸ Delete as appropriate

- o. Miscellaneous Safety Related or environmental Issues. Insert here a brief summary of any other significant safety related or environmental issues in the Safety and Environmental Case.

Outstanding Actions

13 There are no outstanding OME safety related or environmental actions from previous OME safety and environmental reviews.

OR

14 Previous OME safety and environmental reviews resulted in actions being placed on PT and or SEP those that are outstanding are:

- a. Insert the appropriate details here;
- b. Insert the appropriate details here.

Limitations

15 There are no known Limitations that preclude the issue of an OSRP Assurance Statement.

OR

16 The following known Limitations preclude the OME from being used in the intended manner:

- a. Insert the appropriate details here;
- b. Insert the appropriate details here.

Conclusions

17 Insert here the conclusions of the SEP or PT that is submitting this LBOSS.

Signature by PT TL or by an authorised representative

Initials and Surname

Rank or grade

Appointment

Annexes, including

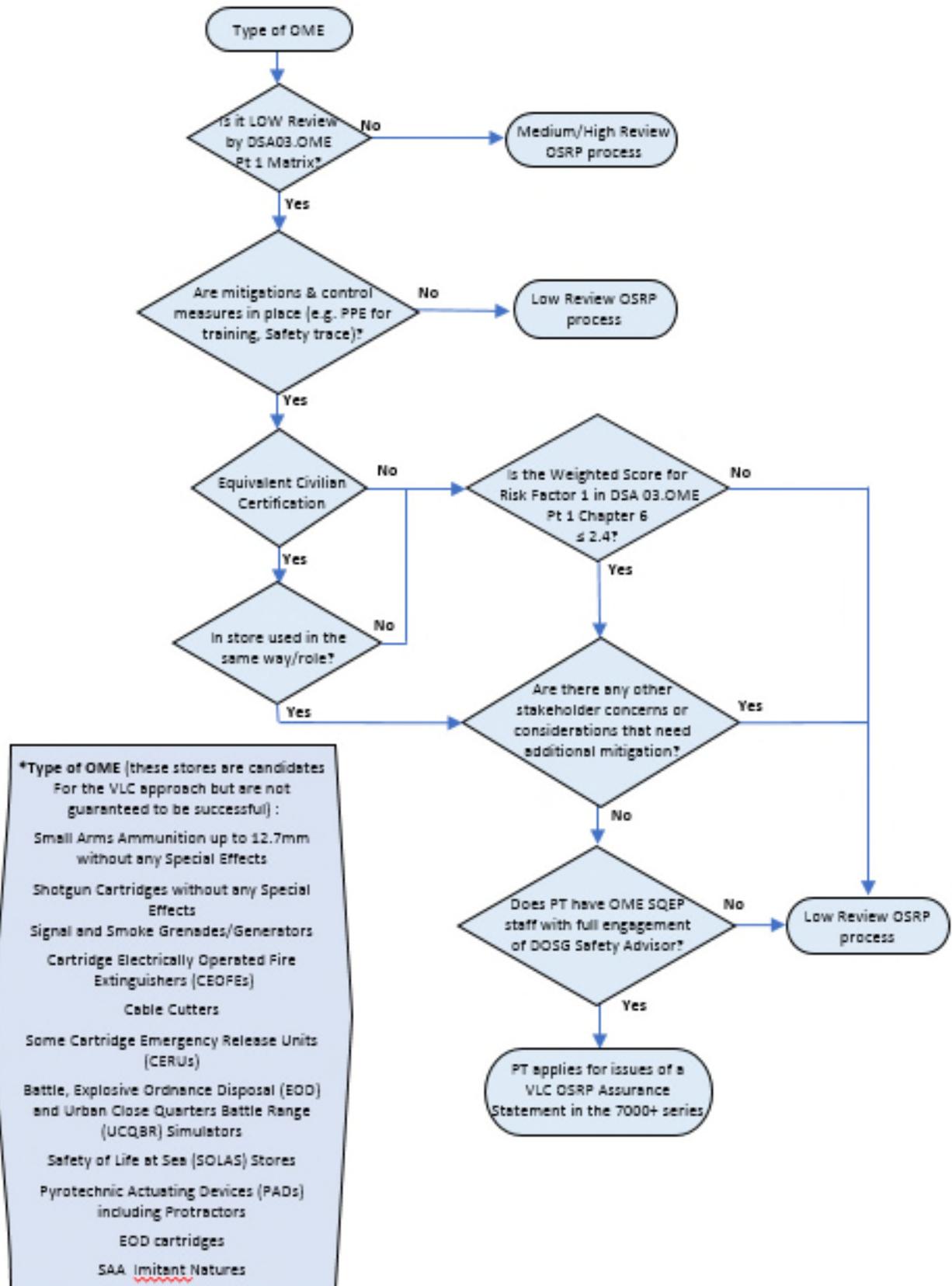
- A. Diagram of the OME System.
- B. Summary of Hazard Log.

References, including:

- A. Previously submitted DOSG Tasking Request Form.
- B. The supporting DOSG OME Safety Advice, if appropriate.
- C. The current or previous OSRP Assurance Statement
- D. The current OME Safety and Environmental Case Report.

Annex D: Very Low Consequence Process

Figure D1: Very Low Consequence Process



Annex E: Template for a Project Team Self Assurance Statement for Very Low Consequence OME

Notes:

1. Whilst any other format for a Project Team Self Assurance Statement that contains relevant information identified within this template is acceptable, the use of the PTSAS template, below, is strongly recommended.
2. The Letter – should bear an appropriate security classification when completed.
3. The highlighted text is guidance as to what information is required at that part of the document.

[Project Team Routine Letter Heading and Set-up]

Distribution:

Reference: PT Reference

Date:

Project Team Self Assurance Statement for Low Review OME:

[OME SYSTEM TITLE OR SERVICE DESIGNATION]

Aim

- 1 The aim of this statement is to:
 - a Provide the OSRP Secretariat notification that PT Name has assessed OME SYSTEM TITLE OR SERVICE DESIGNATION as Low Review OME with Very Low Consequence and that Self Assurance has been undertaken in accordance with DSA03.OME (JSP520), Part 1, Chapter 13.
 - b Request the OSRP Secretariat to issue a Very Low Consequence OSRP Assurance Statement and record the OME system on the OSRP database. PT to include details of any previously issued OSRP Assurance Statement that will be superseded by this request.

OME Definition

- 2 This statement relates to the OME SYSTEM TITLE OR SERVICE DESIGNATION defined in the Table below:

NSN	Nomenclature	ADAC
	All variants to be listed	

OME Description

- 3 Insert a short description of the role of the OME System and a description of the main components.

OME Acquisition Cycle Status

- 4 The OME SYSTEM TITLE OR SERVICE DESIGNATION is currently in the insert appropriate stage of the acquisition cycle.

OME Review Level Category

- 5 The OME Review Level Category for OME SYSTEM TITLE OR SERVICE DESIGNATION has been assessed iaw DSA03.OME (JSP520), Part 1, Chapter 6 and declared by the Safety and

Oct 19

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Environmental Panel (SEP) / Safety and Environmental Management Committee (SEMC)¹⁹ as having an OME Review Level Category of 'LOW' and having a Very Low Consequence as outlined in DSA03.OME (JSP520), Part 1, Chapter 13.

7 In addition it can be confirmed that the OME SYSTEM TITLE OR SERVICE DESIGNATION has also been certified to an appropriate standard within a civil framework and is / are used in an identical way. Delete this paragraph if not appropriate.

8 This Category has also been endorsed by the DOSG Safety Adviser, the PT Safety Management Committee and the Project Team Leader.

OME Safety and Environmental Case

9 I can confirm that:

- a An OME Safety and Environmental Case has been produced and maintained in accordance with DSA03.OME (JSP520),
- b The Hazard Log does not contain any Cat A or Cat B risks.
- c That there are no risks that are currently unclassified.
- d The PSEP is satisfied that all risks are either Broadly Acceptable or Tolerable and ALARP arguments contained within the Safety and Environmental Case are comprehensive, credible and robust.
- e All relevant safety information will be promulgated to all personnel involved in the storage, transportation, processing, maintenance, use and disposal of the OME.

Signature by PT TL
Initials and Surname
Rank or grade
Appointment

References, including:

- A. Previously submitted DOSG Tasking Request Form
- B. The current or previous OSRP Assurance Statement.
- C. The current OME Safety and Environmental Case Report

¹⁹ Delete as appropriate

Annex F: An example of the template for Very Low Consequence OSRP Assurance Statement

VERY LOW CONSEQUENCE – SERIAL No: 7xxx

(This receipt supersedes OSRP Assurance Statement 0000 dated 19 Jan 09)

<TITLE OF OME>

ISSUED TO:	Project Team Representative Post		
FILE REFERENCE NUMBER:	WpnsEng/2/5/4/1	ISSUE DATE OF OSRP ASSURANCE STATEMENT	XX Jan 13
OME REVIEW CATEGORY:	Low	POSITION IN THE ACQUISITION CYCLE:	In-service
EXPIRY DATE OF OME SYSTEM:	>2015	REVIEW DATE OF OSRP ASSURANCE STATEMENT	XX Jan 15

- 1 Provide a description of the OME.
- 2 This receipt relates to the OME listed in the table below.

NSN	Nomenclature	ADAC
nnnn-nn-nnn-nnn1	OME title / variant	nnnnn-01
nnnn-nn-nnn-nnn2	OME title / variant	nnnnn-02

3 The OSRP Secretariat acknowledges the receipt of the PT Self Assurance Statement for the Title of OME, which has been assessed as Low OME Review Level Category with Very Low Consequence in accordance with Reference A.

4 OSRP Secretariat has recorded the Title of the OME and the Very Low Consequence OSRP Assurance Statement Serial No. on the OSRP database.

Signed:
OME Safety Review Panel Secretariat

Date: XX Jan 13

Reference:
DSA03.OME (JSP520), Part 1, Chapter 6 (Insert Issue and Amendment Status)

Copy to:
DES NAG-Exp2a1
DES WpnProgPlan-TL (UORs only)

OME Safety Adviser for the OME
DESWpnsDGM-Astrid

Annex G: OSRP Appeal Process

Figure G1: OSRP Appeal Process

