



Defence
Safety Authority

DSA 03.OME Part 1: Defence Code of Practice (DCOP) 115

Management of Safety Information



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Preface

Requests for Change

1. Proposed changes, recommendations, or amendments to DOSR Regulations and Guidance publications can be submitted to the DOSR Regulations and Publications Team:

Email Address: dsa-dosr-prg@mod.gov.uk

Postal Address: Juniper #5004, Level 1, Wing 4, Abbey Wood North, Bristol, BS34 8QW

2. Any post and grammar change proposals can be approved or rejected by the DOSR without involvement of the associated Working Group.

3. Technical change proposals should be submitted to the associated Working Group for review and approval or rejection.

4. When incorporating changes, care is to be taken to maintain coherence across regulations.

5. Changes effecting Risk to Life will be published immediately. Other changes will be incorporated as part of routine reviews.

Review Process

6. The DOSR team will ensure OME Regulations remain fit for purpose by conducting regular reviews through the DOSR Governance Committees, consulting with MOD Stakeholders and other Defence Regulators as necessary on interfaces and where there may be overlaps of responsibility.

Further Advice and Feedback

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 the DOSR Regulations and Publications Team.

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Amendment Record

Version	Section	Para	Amendment Summary	Agreed	Date
1.0	All	all	DCOP created	DOSR	Aug 2024

DSA 02.OME Regulation 115

Management of Health, Safety, and Environmental Protection Information

1. The Accountable Person shall manage the identification, obtaining, updating, configuration control and review of health, safety, and environmental protection (HS&EP) related documents and information.

DSA 03.OME DCOP 115

Introduction

2. [JSP 815](#) and [JSP 816](#) set out the mandatory requirements for the Defence Safety and Environmental Management Systems, and provide the framework that Defence should meet to deliver its 'duty of care' responsibilities towards personnel. They contribute towards demonstrating compliance with the requirements of the [Health and Safety at Work Act etc.1974](#) and the [Environmental Protection Act 1990](#), as well as relevant Government policy, Defence policy and regulations.

3. An OME Safety and Environmental Management System(s) (SEMS) is a system(s) by which the OME Acquisition Project/Delivery Team Leader (PT / DTL) / Accountable Person (AP) should manage the interrelated parts of their business, to conduct and manage OME activities safely and in an environmentally responsible manner. Each OME Acquisition Project/Delivery Team should develop and maintain a SEMS that reflects activities and supports the Defence vision for Safety and Environmental Protection.

4. The Safety and Environmental Management System(s), and the safety and environmental management processes which underpin the SEMS, should support the reduction of Safety and Environmental risks to As Low as Reasonably Practicable (ALARP) and Tolerable, throughout the life of the OME system.

5. The OME SEMS should ensure that the following objectives are met:

- a. The OME system complies with all relevant legal and regulatory requirements.
- b. The OME system is maintained through life by continuous assessment of safety and environmental management arrangements and system performance.
- c. The OME system only poses safety and environmental risks that are ALARP and Tolerable.
- d. Roles and responsibilities are defined and SQEP individuals are competent to undertake the tasks required of them.
- e. Individuals have accepted the relevant delegated authority to undertake the role.

- f. Attention is given to any cross-cutting safety and environmental protection issues, i.e., where the activities of the OME system could affect other platforms/systems.
 - g. Arrangements are in place to liaise with safety and environmental protection management support organisations and regulatory authorities.
 - h. OME Certification (see DSA 02.OME reg 118 and DSA 03.OME DCOP 118) and OSRP Assurance Statements (see DSA 02.OME reg 117 and DSA 03.OME DCOP 117) are obtained and maintained and that any conditions of issue continue to be complied with.
 - i. Communication and cooperation arrangements are in place with the relevant equipment and facilities authorities.
 - j. Effective arrangements are in place for the identification, notification, recording, investigation (by a competent person) and reporting of incidents (using the Munitions Incident Database (MID) process (see DSA 02.OME reg 116 and DSA 03.OME DCOP 116) in addition to any others that are required) and accidents.
 - k. Equipment, processes, and systems are operated, and facilities within identified service environments and safety constraints of the OME system.
6. The update, configuration control, and review of safety and environmental protection information will be managed via the safety and environmental management system, ensuring that:
- a. Safety and environmental protection documentation is coherent, complete, and up to date.
 - b. Safety and environmental protection evidence is consistent, compatible and to an equivalent standard and quality across the acquisition cycle.
 - c. Urgent safety-related information will be made visible to all relevant Duty Holders without delay.
 - d. Obsolete documentation is retained for future reference.
7. The OME SEMS describes the Safety and Environmental Management Plan (SEMP), used to set out and record the safety and environmental management arrangements for the OME system(s).
8. The OME Acquisition PT / DTL / AP should develop the SEMS in accordance with JSP 815 and 816, using Project Oriented Safety Management Systems (POSMS) and Project Oriented Environmental Management Systems (POEMS). The OME SEMS should be managed through the Safety and Environmental Management Committee (SEMC), or the Project/Programme Safety and Environmental Management Committee/Panel (PSEC/P), in the event of a DT having a sole OME system.

Safety and Environmental Management Plan (SEMP)

9. The SEMP identifies and records the safety and environmental protection management arrangements for the OME system(s) and the actions and processes to be followed to ensure safe application throughout the Manufacture to Target or Disposal Sequence (MTDS). It should be a part of the OME Through Life Management Plan (TLMP), see DSA 02.OME Reg 113 and DSA 03.OME DCOP 113. The SEMP should state the responsibilities of MOD and its contractors for the management of safety and environmental protection aspects.

10. The SEMP formally records how the MOD intends to manage the safety risks and the environmental impacts of a system throughout its life. It should be reviewed annually to determine validity. Procedures for drafting the SEMP and guidance on SEMP contents can be found in POSMS and POEMS.

Safety and Environmental Management Committee (SEMC)

11. Where a project / delivery team has multiple systems under its management, a top level SEMC should be established to set out and agree the safety and environmental management policy and strategy for those systems. The SEMC is responsible for monitoring and controlling the activities of all individual projects. The agreed strategy should be recorded in the SEMS.

Project/Programme Safety and Environmental Committee/Panel (PSEC/P)

12. Procedures for establishing the PSEC/P and guidance on its Terms of Reference (ToR) can be found in the POSMS SMP 01 AND 02 and POEMS EMP 01 to 03.

13. The PSEC/P manages the safety and environmental protection risks and through the operation of the SEMS and provides a forum for relevant stakeholders to effectively monitor and coordinate related activities. It should be established during the outset of a project and comprise those with responsibilities for acquiring, supporting, and operating OME.

14. The AP should chair the PSEC/P, as the AP has the authority to implement any proposed changes that may be needed to sustain or improve safety risks and / or environmental impacts. All relevant stakeholders should be consulted, actions agreed and properly allocated, and a record is kept of proceedings. The PSEC/P should be represented at the appropriate level and members should be included in all stages of preparation and review of the Safety and Environmental Case(s) (SEC) and the Safety and Environmental Case Report(s) (SECR).

15. The required frequency of PSEC/P meetings should be documented and depends on various factors, including the stage of the project and the complexity of the system. Meetings will be required at a greater frequency during periods of significant review and decision making, typically when project milestones are approaching.

Maintaining a SEMS

16. For the SEMS to remain effective, the PT / DTL / AP must ensure it is maintained, reviewed, and updated throughout the life of the OME system, and organised in a clear and effective way.

17. The review and update of the SEMS will depend upon the following:

- a. A change in legislative / regulatory / policy requirements.
- b. A change in civil or MOD Standards to be complied with.
- c. A change in design / modification of the equipment.
- d. A change in design of any other equipment with which the OME system has an interaction, or which can have an impact on the OME system's operation or maintenance.
- e. A change in use / operating role (including disposal).
- f. A change in training / procedures.
- g. A change on Emergency / Contingency Arrangements.
- h. An accident or incident or reported near miss.
- i. A system / equipment defect or failure.
- j. An organisational change, e.g., roles and responsibilities, change of personnel.
- k. The results of an audit requiring an update to documentation.
- l. A periodic review, as set by the PT / DTL / AP.

18. Top Level Budget holders (TLBs) / PT / DTLs should assess the impact on safety and environmental protection related roles when organisational changes are proposed. Risk assessments that are associated with organisational changes should be reviewed once changes are made.

19. The PT / DTL should develop processes to control all documents and data relating to the SEMS. Revisions to existing documents should be readily identifiable and relevant and stakeholders should be notified of all changes. All documents should be available in designated locations. Stakeholders affected by any changes should be involved in defining and implementing new processes and procedures. Changes to the documents should be reviewed and approved by authorised personnel (SEMC or PSEC/P). Outdated and uncontrolled versions should be archived.

Retention of Safety and Environmental Protection Information

20. Endorsed original documents should be retained and available in digital format. Legacy projects may rely on paper files of past records, but P/DTs should endeavour to digitise records.

21. MOD policy for retaining safety related information is to comply fully with the requirements of civil statute legislation. The MOD Legal Adviser advises that safety related documentation should be kept for ten years after equipment disposal. If equipment is sold, all such pertinent documentation should be handed to the new Delegated Authority with copies being retained by the MOD.