

Chapter 32 – Assurance Checklist

Amendment record

This Annex has been reviewed by Directorate of Defence Safety (DDS) together with relevant subject matter experts and key safety stakeholders. Any suggestions for amendments to this chapter should in the first instance be directed to the Defence organisation's [Safety Centre/Team Group Mailbox](#) and with their approval, sent to DDS at: People-DDS-GroupMailbox@mod.gov.uk.

Version No	Date of publication	Reason for Review	Authority
1.0	01 Oct 25	New Annex to assist assurance.	DDS

This assurance checklist is not mandated, but it can provide helpful evidence to assist in the assurance and conformance against the policy direction within the related policy chapter. The assurance ratings are based on the [JSP 815 Safety Management System Framework](#), where information can be found as to what each assurance rating means.

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1			
1. Has a Responsible Person been appointed to provide advice and day-to-day managerial responsibility for legionella?			
2. Are there management arrangements in place to make sure that all the statutory and policy requirements associated with legionella are met?			

3. Does the Responsible Person have sufficient authority, competence, necessary skills, knowledge of the system, and experience?			
Overall	Rating	Observations	Action Plan
Policy Statement 1	Choose...		

Policy Statement 2	Observation		Action Plan
1. Have all the sources of risk associated with the inhalation of legionella bacteria been identified?			
2. Has consideration been given to the conditions that will encourage legionella bacteria to multiply?			
Overall	Rating	Observations	Action Plan
Policy Statement 2	Choose...		

Policy Statement 3	Observation		Action Plan
1. Have suitable and sufficient risk assessments been conducted for all systems that may present a risk of legionella?			
2. Has a Legionella Management Plan (LMP) been put in place that defines all management arrangements and lines of communication for the control of the risks of legionella bacteria spread in water systems?			
3. Has the Legionella Management Plan (LMP) been communicated by to all Defence personnel, visitors and contractors, who may be exposed to the legionella bacteria risk?			
4. After periods of shut down or non-use are the control measures that have been put in place reviewed to ensure they remain affective and the LMP maintained and updated prior to the systems being brought back into use?			
Overall	Rating	Observations	Action Plan
Policy Statement 3	Choose...		

Policy Statement 4	Observation		Action Plan
1. Is action taken to identify and isolate the source of legionella bacteria when an occurrence has been reported which may lead to, or has resulted in, a person(s) contracting Legionellosis due to exposure to legionella bacteria?			
2. Are suitable and sufficient procedures in place for reporting legionella related safety occurrences using the relevant Defence organisation safety occurrence reporting system and for onward notification to the HSE?			
3. Where occurrences have been reported are investigations undertaken that are proportional to the severity / potential severity of the occurrence in accordance with JSP 375, Volume 1, Chapter 16?			
Overall	Rating	Observations	Action Plan
Policy Statement 4	Choose...		

Policy Statement 5	Observation		Action Plan
1. Is there evidence that personnel comply with all safety control measures and bring any health and safety concerns that they may have about the workplace or work activity to the attention of their commander, manager, RP or AP?			
2. Is there evidence that personnel report suspected or confirmed cases of Legionellosis to their commander, manager, RP or AP and co-operate in any investigation and where necessary contact their Medical Officer (Service personnel) or their General Practitioner (civilian personnel) for further advice?			
3. Are personnel with specific duties for operation and maintenance of water systems competent, have sufficient training, experience and knowledge, have appropriate supervision and do they understand their own responsibilities and limitations?			
Overall	Rating	Observations	Action Plan
Policy Statement 5	Choose...		

Policy Statement 6	Observation		Action Plan
1. Are arrangements in place to monitor the health and safety control measures that have been put in place and are safety improvements made when identified and approved?			
2. Are risk assessments reviewed to make sure that the workplace and work activities remain safe and that all control measures and welfare arrangements are suitable and being maintained?			
3. Are the correct elevation processes being followed where it is identified that the control measures being applied are ineffective or additional control measures are required?			
4. Are risk assessments being reviewed and, where necessary, the control measures amended or additional control measures implemented and the LMP amended to reflect these changes?			
Overall	Rating	Observations	Action Plan
Policy Statement 6	Choose...		

	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		