

# Chapter 1 – 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](mailto:People-DDS-GroupMailbox@mod.gov.uk).

Version No	Date of publication	Reason for Review	Authority
1.0	9 Dec 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. The list of questions is not exhaustive and can be added to where necessary.

Unit / Establishment / Site / Platform Name		Accountable Person	
Date		Assessor	
Policy Expectation	Observation	Action Plan	
Policy Statement 1			
1. Is there evidence that a site risk assessment has been undertaken?			
2. Is there evidence that the site risk assessment has been carried out in line with the general principles of risk assessment as detailed in JSP 375 Chapter 8.			

3. Is there evidence that the site risk assessment identifies the reasonably foreseeable hazards and potential harm associated with those activities?			
4. Is there evidence that the findings from the site risk assessment have been considered as part of the emergency and disaster planning process?			
5. Where a unit, establishment or site that falls under the requirements of <a href="#">MACR</a> , is there evidence that the site risk assessment was carried out in line with the requirements of the regulation?			
6. Where a unit, establishment or site that falls under the requirements of DSEAR, is there evidence that the site risk assessment was carried out in line with the safety policy requirements of JSP 375 <a href="#">Chapter 9</a> ?			
Overall	Rating	Observations	Action Plan
Policy Statement 1	Choose...		

Policy Statement 2	Observation	Action Plan
1. Is there evidence that adequate Emergency and Disaster Plans, and unit, establishment or site emergency procedures had been developed?		
2. Is there evidence that the findings and control measures from the risk assessment been implemented based on the risk profile of the relevant unit, establishment, or site?		
3. Is there evidence that the findings and control measures from the risk assessment have been communicated based on the risk profile of the relevant unit, establishment, or site?		
4. Is there evidence that the Emergency and Disaster Plan has been subject to consultation with Defence personnel, Trade Unions and so on?		
5. Is there evidence that the Business Continuity (BC) arrangements have been put in place for the organisation in accordance with JSP 503 - The Defence Manual of Resilience?		

<p><b>6.</b> Is there evidence that the BC Management (BCM) system is focused on the development of strategies and contingency plans to manage the consequences of disruption, mitigate the impact on critical activities or outputs, and recover business back to normal levels of operation as soon as possible after the event?</p>		
<p><b>7.</b> Is there evidence that the plans incorporate all lodger organisations on the unit, establishment, site or platform?</p>		
<p><b>8.</b> Is there evidence that the plans include provision for Defence personnel, contractors and visitors who require special arrangements (assistance or facilities) including, but not limited to any individuals with disabilities, neurodivergence and gendered health needs?</p>		
<p><b>9.</b> Is there evidence that safe access and egress in and out of the site under emergency conditions for Defence personnel, contractors and visitors has been considered?</p>		

<p><b>10.</b> Is there evidence that the emergency services have been contacted and personnel made aware of the standard information required by emergency services regarding the incident location and details of any hazardous items on the site?</p>		
<p><b>11.</b> Is there evidence that personnel have been made aware of the process to report casualties or safety occurrences as set out in JSP 375 Chapter 16?</p>		
<p><b>12.</b> Is there evidence that clear direction, resource allocation, and adherence to established protocols set by public health authorities, partner organisations and other stakeholders had been put in place to minimise impact of an infectious disease outbreak?</p>		
<p><b>13.</b> Is there evidence that the control measures for the prevention, detection, containment, and mitigation of infectious disease outbreaks have been put in place?</p>		

Overall	Rating	Observations	Action Plan
<b>Policy Statement 2</b>	Choose...		

Policy Statement 3	Observation	Action Plan
<b>1.</b> Is there evidence that the Emergency and Disaster Plan has been exercised at the frequency to meet the requirements of relevant Defence organisation policy in accordance with the level of risk and at least annually?		
<b>2.</b> Is there evidence that consideration has been given for external agencies to be invited to organise exercises where an independent assessment of Defence systems is required?		
<b>3.</b> Is there evidence that the overall testing regime assesses procedures for silent hours as well as normal operating hours?		
<b>4.</b> Is there evidence that local unit, establishment, site, or platform emergency procedures have been regularly tested?		

5. Is there evidence that a post-exercise review has been conducted, documented and findings communicated to all stakeholders?			
6. If the review indicated the need to change procedures, risk assessments and / or other related documentation, is there evidence that have they been updated and reassessed?			
Overall	Rating	Observations	Action Plan
Policy Statement 3	Choose...		

<b>Policy Statement 4</b>	<b>Observation</b>	<b>Action Plan</b>
<b>1.</b> Is there evidence that personnel with key roles for example First Aiders and Fire wardens have been given adequate training for the roles?		
<b>2.</b> Is there evidence that all Defence personnel and contractors and visitors have received adequate communication awareness in the local emergency procedures?		

3. Is there evidence that a competent person(s) has been appointed and named as incident controller(s)?		
4. Is there evidence that resources have been made for the provision of a Control Centre (CC) to enable efficient, safe and effective operations are maintained during emergency and disaster situations?		
5. Is there evidence that the Incident Controller (IC) received clear written terms of reference, and their role and authority clearly identified within the Emergency and Disaster Plan documentation?		
6. Is there evidence that resources have been made available to enable the appointment of competent persons in key roles and for any equipment needed for their role?		
7. Is there evidence that all personnel (including contractors, residents and visitors) have been provided with suitable information and instruction on the safe evacuation of buildings, vessels, and where appropriate the safe use of emergency equipment?		

<p><b>8.</b> Is there evidence that where a disability, neurodivergence, gendered health needs, medical condition and so on (temporary or permanent) which may affect their or the ability of others to evacuate in an emergency has been made known to the commander or manager with responsibility for the area, and have they developed a Personal Emergency Evacuation Plan (PEEP) for those individuals?</p>		
<p><b>9.</b> Is there evidence that details of a PEEP have been included within the relevant building Fire Risk Assessment (FRA)?</p>		
<p><b>10.</b> Is there evidence that the PEEP makes sure of their timely evacuation without assistance from the emergency services unless their assistance has been pre-agreed?</p>		
<p><b>11.</b> Is there evidence that personnel (without special emergency responsibilities) have been briefed to not attempt fire-fighting or other emergency action for which they have not been trained and evacuate the building to the appropriate assembly point as soon as the alarm is heard?</p>		

Overall	Rating	Observations	Action Plan
Policy Statement 4	Choose...		
	Rating	Observations	Action Plan
Overall Chapter Rating	Choose...		