

ANNEX B**GLOSSARY OF TERMS**

TERM	DEFINITION	SOURCE
Advice	Authoritative information provided to assist duty holders to meet their responsibilities	
Acquisition	Process of requirements setting, management of procurement, support and termination/disposal, implying a whole life approach to defence capability. Typically conducted across the acquisition cycle	MOD Acquisition Handbook Ed5
ALARP	As Low As Reasonably Practicable. A risk is ALARP when it has been demonstrated that the cost of any further Risk Reduction, where the cost includes the loss of defence capability as well as financial or other resource costs, is disproportionate to the benefit obtained from the risk reduction	Def Stan 00-56/3
Armed Forces	All MOD military personnel and any Visiting Forces personnel	
Arrangements	Strategies and requirements put in place to enable a duty holder organisation to discharge its responsibilities	
Assurance	Adequate confidence and evidence, through due process, that safety (and environment) requirements have been met.	Def Stan 00-56/3
Audit	Generic term for any formal examination that assesses and reports upon the adequacy and effectiveness of a process and its ability to meet required outcomes and objectives	JSP 525
Balanced scorecard	At the highest conceptual level, a Balanced Scorecard is a framework that helps organisations translate strategy into operational objectives that drive both behaviour and performance. It is a balanced set of measures used by an organisation to track key drivers of its current and future performance	JSP 525
Chief Environment and Safety Officer	Title used by the senior safety and environment advisor or focal point within a duty holder Service or TLB	
Commanding Officer	Service person in charge of a specific establishment or unit	
Competence	The skills and experience required to enable an individual to fulfil their task	
Contractor	Workers not directly employed by MOD, or non-MOD organisations, carrying out work activities on MOD owned or controlled sites under the terms of a contract.	JSP 375
Corporate Governance	The system by which organisations are directed and controlled	JSP 525
Delegation	Authority, in writing, passed down the management structure empowering a named individual	
Defence Activity	an activity undertaken by or on behalf of the MOD	
Departmental Plan	The Department's strategic plan to achieve the Defence vision; applicable to all parts of the MOD	
Derogation	Where MOD has been identified as having authority to deviate from legislative requirements	
Directorate of Safety and Claims	The directorate within MOD charged with providing overall safety and environment assurance	
Disapplication	Specifically stated as not applying	
Discipline Lead	Where there is no specific internal regulator, FSBs may appoint discipline leads independent of implementers who will monitor,	

	report and – where appropriate – provide assurance in specific safety areas	
Duty holder	A MOD party with specific responsibility for the safety management of the system	Def Stan 00-56/3
Enforcement	The power of sanction that may be applied by a regulator to duty holders and defence activities that fail to meet mandated requirements	
Enforcement action	The authorised implementation of mechanisms of enforcement or sanction	
Environmental protection	The prevention of harm to the natural environment	
Exemption	Process by which specific requirements need not be complied with subject to the implementation of agreed restrictions or other requirements	
Expectations	The types of activity and behaviour that would normally be anticipated to be undertaken by a duty holder to meet objectives	
Functional Safety Board	The formally constituted board under the authority of a specifically delegated chairman who is responsible for policy formulation and assurance activities for a specific functional safety domain	
Functional Safety Domain	One of the subject matter areas under the remit of a functional safety board (Nuclear, Sea Systems, Air Systems, Land Systems, Ordnance, Sustainable Development and Environmental Protection, Occupational Health and Safety)	
Guidance	Information offered to illustrate how an activity may be achieved	
Hazard	A physical situation or state of a system, often following from some initiating event that may lead to an accident.	Def Stan 00-56 issue 3
Head of Establishment	Duty Holder with authority over and responsibility for the activities within a MOD establishment (site, building, facility or range) (including those in command of ships and submarines)	JSP 375 JSP 520
Health and Safety	Functional safety domain covering the protection of individuals from harm	
Incident	The occurrence of a hazard that might have progressed to an accident, but did not	Def Stan 00-56 issue 3
Information	Material of a factual nature	
Injury	The occurrence of harm to an individual	
Implementation	The process by which specific requirements are put into place	
Instruction	Information and requirements that are to be complied with	
Joint Service Publication (JSP)	A MOD published document that is applicable to two or more Services, TLBs or TFAs	
Key performance indicator	A measure that demonstrates how well a requirement is being met	
Legislation	The Law	
Letter of Delegation	A letter empowering a named individual to undertake specified activities	
Management System	The necessary arrangements and procedures to identify hazards and reduce harm	
Objectives	Detailed statements of what an organisation is seeking to achieve	
Occupational health	The discipline of ensuring that the individual is fit for the task that they undertake and ensuring that the task is suitably fitted to the individual undertaking it	
Occupational safety	Pertaining to the safety of the individual in the workplace	
Operator	Person in direct control of an item of equipment, system, process or facility	

Organisation	The management structure in place to achieve a particular requirement	
Partner (organisation)	A non-MOD organisation conducting an activity jointly with MOD in accordance with a partnering agreement	
Permissioning Regime	The full regulatory process put in place by MOD for higher hazard activities to meet the direction of Secretary of State, which will secure the systematic management of activities and provide assurance	
Policy	The course of action that the organisation wishes to adopt	
Policy Statement	A written statement setting out the organisation's policy	
Principles	A fundamental requirement to be met	
Procedure	A detailed description of how a particular outcome shall be achieved	
Protocol	A draft of terms and conditions signed by two or more parties	
Qualification	A recognised certificate, diploma or degree indicating the achievement of a specified level of knowledge	
Regulation	A set of mandated requirements for implementation, failure to achieve which can result in enforcement action	
Regulator (external)	An authorised body external to the MOD that is empowered by legislation to bring sanctions to bear under certain circumstances for failure to comply with specific regulations	
Regulator (internal)	An authorised body or organisation within MOD empowered by a letter of delegation from the chairman of an FSB to set regulations, enforce them and provide assurance	
Report	A factual narrative summary of safety and environment performance	
Risk	Combination of the likelihood of harm and the severity of that harm	Def Stan 00-56 issue 3
Safety Case	A structured argument, supported by a body of evidence that provides a compelling, comprehensible and valid case that a system is safe for a given application in a given operating environment	Def Stan 00-56 issue 3
Safety Case Report	A report that summarises the arguments and evidence of the Safety Case and documents progress against the safety programme	Def Stan 00-56 issue 3
Safety Management Office	An authorised organisation providing specialist policy, advice, guidance and assurance, as required by a relevant FSB for a functional safety domain or discipline	
Safety Management Plan	A document that defines the strategy for addressing safety and documents the Safety Management System for a specific project	Def Stan 00-56 issue 3
Safety Management System	The organisational structure, processes, procedures and methodologies that enable the direction and control of the activities necessary to meet safety requirements and safety policy objectives	Def Stan 00-56 issue 3
Safety Requirements	A requirement that, once met, contributes to the safety of the system or the evidence of the safety of the system	Def Stan 00-56 issue 3
Safety Risk Owner	The person with overall responsibility, accountability and authority for the management and control of Safety Risk at that stage of the equipment lifecycle	JSP 892
Scrutiny	Independent evaluation of information regarding safety and environment policy and its implementation	
Serious injury	An injury to an individual of sufficient magnitude to be reported under RIDDOR	
Service Delivery Agreement	A TLB level document setting out the standards that a TLB Holder is expected to achieve in managing his organisation, similar to but more detailed than a letter of delegation	
Standards	The required levels of performance to be achieved by all duty holders	
Strategy	The mechanism by which a duty holder sets out how they will achieve implementation of policy	

Sustainable Development	Development which meets the needs of the present without compromising the ability of future generations to meet their own needs.	
System	A combination, with defined boundaries, of elements that are used together in a defined operating environment to perform a given task or achieve a specific purpose. The elements may include personnel, procedures, materials, tools, equipment, facilities, services and/or software as appropriate.	Def Stan 00-56 (2)/3
Targets	specific requirements to be achieved in support of meeting an objective	
Trading Fund Agreement	Trading Fund Agency equivalent of the Service Delivery Agreement	
Treaty	An agreement between Governments to achieve specified requirements	
USAF	The United States Air Force	
Visiting Forces	Members of the Armed Forces of Foreign countries visiting the United Kingdom, (its territories and dependencies?)	