

## ANNEX Q

### PRINCIPLES FOR INCLUSION IN STATEMENTS OF ORGANISATION AND ARRANGEMENTS

1 There is no mandated format for statements of organisation and arrangements. Duty holders shall develop these in accordance with their business management arrangements. However, to ensure a degree of consistency across the Department such statements shall, as a minimum, adhere to the principles set out in this Annex.

2 Statements of Organisation and Arrangements shall:

- Set out the extent of its authority/applicability.
- Cross refer to the Secretary of State's policy statement on safety, health and environmental protection in MOD.
- Ensure all functional safety domains are addressed. This may be achieved via an overarching O&A statement supported by specific statements for each relevant functional safety domain.
- Set out the organisation's requirements for control, co-operation, co-ordination and competence; specific reference shall be made to any requirements for lodger organisations, partners and contractors.
- Identify the organisation's environment and safety committee structure (including the chairmen and secretariats) and its representation at MOD-wide policy boards.
- Set out how environment and safety assurance shall be achieved including how risks are to be identified including mechanisms for developing any relevant objectives and targets.
- Identify a focal point to whom any concerns or suggestions for improvement should be addressed
- Emphasise that environment and safety management is integral to the business process.
- Demonstrate its linkage to and recognise the requirements of SofS's policy statement and the delegated authority for implementation.
- Recognise the authority of the Departments FSBs.
- Reference, where appropriate, any specific document rather than repeat or reinterpret them.
- State that there shall be no policy statements other than that of the SofS.
- Be clear and concise, avoiding unexplained acronyms and unnecessary jargon.
- Detail any requirements to be addressed by subordinate statements.
- Set out any emergency arrangements (or identify where they are to be found).
- Be signed by the relevant senior authorised individual.

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