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**Guidance Sheet SMP02/G/01 – Example Terms of Reference for Project Safety Committee**

**a. Terms of Reference for –**

**b. Purpose:**

To provide a forum for monitoring and co-ordinating all safety management and risk reduction activities associated with the project to ensure effective levels of safety and provide an appraisal of the Safety Case. The Safety Committee reports to the IPTL or in a cluster IPT to the Safety Management Committee.

**c. Tasks:**

- To set and keep under review the project's safety policy and strategy.
- To set and keep under review the project's safety targets and objectives.
- To define the System boundaries for Safety responsibility.
- To advise the Chairperson of the Safety Committee on the safety responsibilities for each authority associated with the project.
- To advise the Chairperson of the Safety Committee on the standards, statutory regulations and any restrictions with which the projects must comply.
- To review, monitor, classify and allocate new equipment hazards as they are identified.
- To carry out reviews of the project's Safety Case and progress on achieving safety targets, to a predetermined programme, issuing the results to the Delegated Authority.
- To implement any control measures that are deemed necessary to reduce identified risks to ALARP.
- To ensure proper and timely availability of training and issue of documentation.
- To carry out audits of the project's Safety Case to ensure that it is comprehensive. The audit findings should be reported to the Delegated Authority.
- To operate a system for reviewing and monitoring safety performance and maintain the Safety Case.

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**d. Membership:**

- IPT responsible for the procurement aspects of the project<sup>1</sup>
- Equipment Capability Customer
- Safety Officer (if appointed)
- Design Authority
- IPT responsible for the support aspects of the project<sup>1</sup>
- Equipment User
- Training Authority
- User
- Maintainer
- Maintenance Authority
- Specialist Advisors (if required) eg
  - LSSO
  - DOSG
  - LAIT
  - Independent Safety Auditor
  - Interfacing IPTs
  - Technical Specialists

<sup>1</sup> Depending on the stage in the life of the project either the Procurement Authority or the Support Authority will be the Delegated Authority and will therefore generally provide the Chairperson of the Safety Panel. Alternatively Equipment user could provide the Chairperson.

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