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Guidance Sheet SMP03/G/01 – Template for Project Safety Management Plan

1. TITLE

1.1 Title of equipment or system to be procured with Requirement reference number.

2. DESCRIPTION

2.1 A brief description of the project including its purpose and the environment it is to operate in. The scope of the project and interfaces with other equipment are also to be identified.

3. LEAD SAFETY MANAGEMENT OFFICE

3.1 Either the SSMO, ASG/DMSD, DOSG, or the LSSO.

NB ASG/DMSD deal with all equipment that operates in the air. The SSMO deal with all maritime platforms and equipment that forms an integral part of ships and floating structures. The LSSO deal with equipment that operates in the Land Systems environment. In cases where there is no natural alignment with a particular Safety Management Office then consult one of the safety offices for advice.

4. INVOLVEMENT OF SPECIALIST SAFETY ADVISORS

4.1 List any specialist advisors (including FSMOs) who need to be involved in the programme and send them a copy of this plan where required.

5. PROJECT SAFETY MANAGEMENT SYSTEM

5.1 A description of the SMS within the MOD project team to include:

- a. The aims and objectives of the safety management system;
- b. Technical tasks to be undertaken and organisation responsible for implementing them;
- c. Identification of project staff with responsibility for carrying out safety tasks. Include those who are to be issued with letters of delegation;
- d. Cross refer to any relevant project safety documents or reports;
- e. A regime for internal or independent audits of the safety management system;
- f. Details of the project safety panel;
- g. Responsibilities, Resources and Interfaces with MOD, contractor and specialist advisors;
- h. Safety reviews, feedback and reporting procedures;
- i. Transfer arrangements;
- j. Design changes;
- k. Contractor's trials.

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6. SAFETY REQUIREMENTS

- a. Safety requirements arising from legislation;
- b. MOD Certification requirements;
- c. Acceptance criteria;
- d. Safety requirements from the Requirement or ;
- e. Safety targets;
- f. Safety related standards to be applied eg British Standards, Defence Standards, international standards or overseas standards.

7. PROGRAMME OF WORK

- 7.1 Identify the tasks that will enable the safety requirements to be met and develop this into a schedule of work on a Gantt or PERT chart link to key stages in the TLMP.

8. SAFETY CASE STRATEGY

- 8.1 This strategy should support the programme of work above. It should give consideration to the types of analyses and testing to be carried out. It should define the scope of work of the safety case and interfaces with associated equipment safety cases.

9. APPROVAL

- 9.1 This plan should be approved by person with delegated authority.

10. DISTRIBUTION

- 10.1 Plan to be distributed to the management area with responsibility for in-service support. The plan should also be distributed to IPT Leaders procuring equipment with which the project interfaces and or interacts.

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