6 CORE PROCEDURES

Table 6.1 - POSMS Core Procedures

Number	Procedure Type	Procedure Name
SMP01	Core Procedure	Safety Initiation
SMP02	Core Procedure	Safety Committee
SMP03	Core Procedure	Safety Planning
SMP04	Core Procedure	Preliminary Hazard Identification and Analysis
SMP05	Core Procedure	Hazard Identification and Analysis
SMP06	Core Procedure	Risk Estimation
SMP07	Core Procedure	Risk and ALARP Evaluation
SMP08	Core Procedure	Risk Reduction
SMP09	Core Procedure	Risk Acceptance
SMP10	Core Procedure	Safety Requirements and Contracts
SMP11	Core Procedure	Hazard Log
SMP12	Core Procedure	Safety Case & Safety Case Report
SMP13	Core Procedure	In-Service SMS

6.1 The Thirteen System Procedures

6.1.1 The thirteen system procedures have been designed for use at various stages of the CADMID cycle and deal with the identification, assessment, and control and monitoring of the potential safety impacts and risks associated with the equipment or service being acquired.

6.2 Procedure Structure

6.2.1 For ease of use, the Procedures have the same format and structure. The following text outlines the key sections of the procedures and explains their purpose and contents:

Procedure Title

6.2.2   The title and reference code for the procedures are as follows:

- SMP for core POSMS procedures;

- EMP for core POEMS procedures;

- SSP for support procedures;

- AAP for assurance and audit procedures.

Note that support and assurance and audit procedures are common to both the POSMS and POEMS.

Showing Conformance

6.2.3   This explains the four ways of showing conformance with the procedure.

Introduction

6.2.4   This is an overview of the procedure's purpose in the context of the overall management system.

Procedure Objectives

6.2.5   This section describes what is to be achieved by following and completing the procedures. Normally the section is in the form of a list of the objectives related to the procedure, which need to be achieved in order to demonstrate conformance.

Responsibilities

6.2.6   This section states the body/organisation that will have responsibility for both procedure management, ie who will be responsible for ensuring that the procedure is carried out correctly, and procedure completion ie who will actually carry out the actions within the procedure. In most cases the IPT will be responsible for procedure management while procedure completion could be either the IPT or a supplier, contractor or advisor.

When

6.2.7   This section states the stage or stages of CADMID at which the procedure is to be followed.

Required Inputs

6.2.8　　Most of the procedures require the user to refer to the outputs of previous procedures and information from other sources. This section lists the reference material that will be needed in order to complete the procedure.

Required Outputs

6.2.9　　Each procedure will have outputs, for example completed forms, compiled information etc which are listed in this section. It should be noted, however, that it is acceptable for an IPT to use alternative methods to those outlined in the procedures provided these produce equivalent actions and documentation, as defined in the objectives.

Records and Project Documentation

6.2.10　　This includes advice on where outputs of the procedures should be kept and recorded (usually in the Safety or Environmental Case, Case Reports, or related registers and logs) and where other project documentation may also need to include some or all of the output information.

Description

6.2.11　　This section makes up the bulk of the procedure and describes the steps and stages involved in completing the procedure. It includes advice and guidance on how to complete the procedure and advice on when to use each of the associated forms or tools. It should be remembered that this part of the procedure is guidance and it is not therefore mandatory for an IPT to follow procedural guidance to the letter where they have made suitable and equivalent alternative arrangements. The key point is to achieve the required objectives, outputs and outcomes

Recommended Forms and Tools

6.2.12　　Many of the procedures include forms or tools to assist IPTs to undertake the procedure or to record information produced from following the procedure. This section lists the forms that may be useful completing the procedure. This can sometimes include forms associated with other procedures. Note that use of the forms is not mandatory (see Required Outputs above).

Guidance

6.2.13　　This final section provides guidance on other sources of advice and guidance as well as possible alternative approaches for different procurement strategies and legacy systems. Also included here are some general comments on project risk which may arise if the procedure is not completed in an appropriate way or at an appropriate time.

6.3   Procedure Use

6.3.1   In the Concept stage, the Core Procedures will be completed by the IPT, with guidance from ASEG where necessary. After Concept, the work required to produce the Procedures outputs is likely to be completed by the equipment system contractor/supplier or for instance, by an environmental advisor retained by the IPT. This means the IPT's role may be to complete the procedure or to manage the completion of the procedure by the contractor or consultants to produce the required deliverables and outputs.

6.3.2   All procedures provide recommended guidance and/or forms to help the user to produce the desired output(s). The use of this guidance is not mandatory, as long as suitable alternative methodologies are used which achieve the desired objectives and deliverables, as defined in the procedure and that are deemed by ASEG to be equivalent. Therefore 4 options exist when following the procedures, to demonstrate conformance:

- Use the recommended guidance and forms, including allowed variations and options.

- Use an equivalent process and forms set generated elsewhere – document evidence of procedural equivalence.

- Use a bespoke process and forms set for the project – document how the bespoke procedure achieves system/procedure objectives.

- Where a procedure is considered to be not relevant, document the basis for this decision.