

MOD	SMS Procedures	Procedure SMP03/G/02
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Guidance Sheet SMP03/G/02 – RACI Chart

The SMP should contain a RACI Chart to define which authority is Responsible, Accountable, Consulted or Informed for each of the activities in the Safety Programme. A simple example is given below:

Activity	IPT Leader	Project Safety Manager	ISA	Contractor Project Safety Engineer	Equipment User
Safety Case Preparation	A	R	I	R	I
Safety Case Endorsement	A	I	R	I	I
Hazard Log Administration	A	I	-	R	-
Safety Requirements Preparation	A	R	-	R	C

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